#### **RULE OF THE CHAMBER**

Any person wishing to address City Council shall step up to the lectern, state their name and address in an audible tone of voice for the record, and unless further time is granted by the presiding officer, shall limit their address to three (3) minutes.

A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Council.

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Should any person fail or refuse to comply with any Rules of the Chamber, after being informed of such noncompliance by the presiding officer, such a person may be deemed by the presiding officer to have committed a breach of the peace by disrupting the public meeting, and the presiding officer may then order such person excluded from the public meeting under Section 3 (6) of Open Meetings Act, Act 267 of 1976.

You will notice a numbering system under each heading. There is significance to these numbers. Each agenda Item is numbered consecutively beginning in January and continues through December of each calendar year.

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one weeks' notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, and 120 E. First St., Monroe, MI 48161, (734) 384-9136. The City of Monroe website address is www.monroemi.gov.

# AGENDA - CITY COUNCIL SPECIAL MEETING MONDAY, APRIL 20, 2009 6:30 P.M.

- I. CALL TO ORDER.
- II. ROLL CALL.
- III. INVOCATION/PLEDGE OF ALLEGIANCE.
- IV. CITY COUNCIL CLOSED SESSION TO DISCUSS COLLECTIVE BARGAINING.
- V. ADJOURNMENT.

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# AGENDA - CITY COUNCIL REGULAR MEETING MONDAY, APRIL 20, 2009

- I. CALL TO ORDER.
- II. ROLL CALL.
- III. INVOCATION/PLEDGE OF ALLEGIANCE.
- IV. PROCLAMATIONS.
  - 76 Silver Star Banner Day May 1, 2009.

## V. PUBLIC HEARINGS.

- Public hearing for the purpose of review and hearing comments on Proposed Ordinance No. 09-003, an Ordinance to adopt the Fiscal Year 2009-2010 Budget for the City of Monroe. There are no comments on file in writing in the Clerk-Treasurer's Office.
- Public hearing for the purpose of review and hearing comments on Proposed Ordinance No. 09-004, an Ordinance to amend Section 658.07 Minor's Curfew of the Codified Ordinance of the City of Monroe. There are no comments on file in writing in the Clerk-Treasurer's Office.
- Public hearing for the purpose of review and hearing comments on Proposed Ordinance No. 09-005, an Ordinance to amend various sections of the Codified Ordinance of Monroe, Michigan relating to the elimination of the Fire Marshal designation and the regulations for Open Burning. There are no comments on file in writing in the Clerk-Treasurer's Office.
- Public hearing for the purpose of review and hearing comments on the special assessment roll for the expenses of demolition where the owners have failed to pay for the same. There are no comments on file in writing in the Clerk-Treasurer's Office.

- Public hearing for the purpose of review and hearing comments on the special assessment roll for the expenses of sidewalk repair where the owners have failed to pay for same. There are no comments on file in writing in the Clerk-Treasurer's Office
- Public hearing for the purpose of review and hearing comments on the special assessment roll for the expenses of snow removal where the owners have failed to pay for same. There are no comments on file in writing in the Clerk-Treasurer's Office.
- Public hearing for the purpose of review and hearing comments on the special assessment roll for the expenses of blight removal where the owners have failed to pay for same. There are no comments on file in writing in the Clerk-Treasurer's Office.
- Public hearing for the purpose of review and hearing comments on the special assessment roll for the expenses of unpaid rental property inspection fees where the owners have failed to pay for same. There are no comments on file in writing in the Clerk-Treasurer's Office.
- Public hearing for the purpose of review and hearing comments on the special assessment roll for the expenses of weed and grass cutting where the owners have failed to pay for same.

  There are no comments on file in writing in the Clerk-Treasurer's Office
- Public hearing for the purpose of review and hearing comments on the Brownfield Redevelopment Authority Plan for Site No. 21, Kenneth Wickenheiser, Sterling Hotel Phase 2, located at 111 West Front Street, and recommending that council approve the work plan and the attached resolution. There are no comments on file in writing in the Clerk-Treasurer's Office.
- Public hearing for the purpose of review and hearing comments on the HOME Downtown Rental Rehab Program administered by the Michigan State Housing Development Authority (MSHDA). There are no comments on file in writing in the Clerk-Treasurer's Office.

#### VI COUNCIL ACTION.

- 57 Proposed Ordinance No. 09-003, an Ordinance to adopt the Fiscal Year 2009-2010 Budget for the City of Monroe, up for its final reading.
- Proposed Ordinance No.09-004, an Ordinance to amend Section 658.07 Minor's Curfew of the Codified Ordinance of the City of Monroe, up for its final reading.
- Proposed Ordinance No. 09-005, an Ordinance to amend various sections of the Codified Ordinance of Monroe, Michigan relating to the elimination of the Fire Marshal designation and the regulations for Open Burning, up for its final reading.
- VI. CONSENT AGENDA. (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and will be approved by one motion, unless a Council member or citizen requests that an item be removed and acted on as a separate agenda item)
  - A. Approval of the Minutes of the Work Session's held on Tuesday, March 24, 2009, Monday, March 30, 2009, Thursday, April 2, 2009, and the Minutes of the Special Meeting held on Monday, April 13, 2009.

- B. Approval of payments to venders in the amount of \$\_\_\_\_\_.

  Action: Bills be allowed and warrants drawn on the various accounts for their payment.
- 77 Identify Theft Prevention Program.
  - 1. Communication from the Director of Finance, reporting back on the Federal Trade Commission's Red Flag establishing an Identity Theft Program for prevention of identity theft, and recommending that the attached resolution be adopted and placed on file.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the resolution be adopted.
- 78 Wastewater System Phase II Plant Improvements Engineering Services.
  - Communication from the Director of Water & Wastewater Utilities, reporting back on proposals received from the URS Corporation to provide engineering services associated with completing the plans and specifications for the Wastewater System – Phase II, and recommending that a purchase order be awarded to the URS Corporation for Engineering Services in the amount of \$960,000.00 for completing the plans and specifications of the Wastewater System – Phase II Plant Improvements as outlined in the attached proposal.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the recommendation be carried out.
- 79 Assessment Roll Weeds and Grasses.
  - Communication from the Clerk-Treasurer, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of cutting weeds and grasses on the 2009 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2009 Tax Roll.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the resolution be adopted.
- 80 Assessment Roll Sidewalk Repair.
  - Communication from the Clerk-Treasurer, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of sidewalk repair on the 2009 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2009 Tax Roll.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the resolution be adopted.
- Assessment Roll Rental Property.
  - 1. Communication from the Clerk-Treasurer, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of rental property inspection fees on the 2009 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2009 Tax Roll.

- 2. Supporting documents.
- 3. Action: Accept, place on file and the resolution be adopted.
- 82 Assessment Roll Demolition Fees.
  - Communication from the Clerk-Treasurer, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of demolition fees on the 2009 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2009 Tax Roll.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the resolution be adopted.
- 83 Assessment Roll Blight Removal.
  - Communication from the Clerk-Treasurer, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of blight removal on the 2009 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2009 Tax Roll.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the resolution be adopted.
- 84 Assessment Roll Snow Removal.
  - Communication from the Clerk-Treasurer, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of snow removal on the 2009 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2009 Tax Roll.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the resolution be adopted.
- Brownfield Redevelopment Authority Site No. 21, Sterling Hotel Phase 2 Proposed Resolution.
  - 1. Communication from the Interim Director of Planning & Recreation, submitting the BRA, Brownfield Redevelopment Authority Plan for Site No. 21, Sterling Hotel Phase 2, and recommending that the Plan be approved and that the attached resolution be adopted.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the resolution be adopted.
- 86 Neighborhood Stabilization Program (NPS) Funds Application.
  - Communication from the Interim Director of Planning & Recreation, submitting an application
    to the Neighborhood Stabilization Program in the amount of \$750,000.00 to carry out NSP
    activities, (demolition, rehab and purchasing homes), and recommending that council
    authorize application to the NSP program, approve the attached resolution, and authorize
    the Mayor and/or his designee to sign all necessary documents related to the application.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the recommendation be carried out.

# 87 HOME Downtown Rental Rehab Program

- Communication from the Interim Director of Planning & Recreation, reporting back on the
  intent to submit a grant application to the Michigan State Housing Development Authority to
  obtain funds in the amount of \$150,000 to start a Rental Rehab Program downtown, and
  recommending that council approve the grant application, approve the attached resolution,
  and authorize the Mayor and/or designee to sign all necessary documents relating to the
  application.
- 2. Supporting documents.
- 3. Action: Accept, place on file and the resolution be adopted.

#### 88 COMEA Unit I Ratification.

- 1. Communication from the Human Resources Department, submitting the tentative agreement between the City of Monroe and COMEA Unit I, and recommending that council formally approve the COMEA Unit I 2008 2011 Collective Bargaining Agreement.
- 2. Supporting documents.
- 3. Action: Accept, place on file and the recommendation be carried out.
- VII. MAYOR'S COMMENTS.
- VIII. CITY MANAGER COMMUNICATION.
- IX. COUNCIL COMMENTS.
- X. CITIZEN COMMENTS.
- XI. ADJOURNMENT.

### PROCLAMATION

- **WHEREAS**, the City of Monroe has always honored the sacrifice of the brave men and women in the Armed Forces, and
- **WHEREAS**, the Silver Star Families of America was formed to make sure we remember the blood sacrifice of our wounded and ill by designing and manufacturing a Silver Star Banner and Flag; and
- WHEREAS, to date the Silver Star Families of America has freely given thousands of Silver Star Banners to the wounded and their families; and
- WHEREAS, the members of the Silver Star Families of America have worked tirelessly to provide the wounded of this City and Country with Silver Star Banners, Flags and care packages; and
- WHEREAS, the Silver Star Families of America's sole mission is that every time someone sees a Silver Star Banner in a window or a Silver Star Flag flying, that people remember the sacrificed for this City, State and Nation.

**NOW, THEREFORE**, I, Mark G. Worrell, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim May 1<sup>st</sup>, 2009, as "**SILVER STAR BANNER DAY**" in the City of Monroe as the permanent and official day to honor the wounded and ill soldiers of Monroe and we wish to express our appreciation to the Silver Star Families of America for their commitment to our wounded Armed Forces members.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 20<sup>th</sup> day of April 2009.

Council Members:	Mark G. Worrell, Mayor
Robert E. Clark, Precinct 1	Edward F. Paisley, Precinct 2
Kelvin McGhee, Precinct 3	Jeremy J. Molenda, Precinct 4
Mary V. Conner Precinct 5	Brian P Beneteau Precinct 6



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: CITY OF MONROE IDENTITY THEFT PREVENTION PROGRAM** 

<u>DISCUSSION:</u> Red Flag Rules have been promulgated to help prevent identity theft. The rules were issued by the Federal Reserve System, the Federal Deposit Insurance Corporation, the Federal Trade Commission, the Office of the Comptroller of the Currency, and the Office of Thrift Supervision. The rules require creditors with covered accounts to develop, adopt, and implement a written identity theft prevention program. The program must be able to detect, prevent, and mitigate identity theft in connection with opening a covered account or accessing existing covered accounts. A creditor includes banks, finance companies, automobile dealers, mortgage brokers, utility companies and telecommunication companies.

The City of Monroe is subjected to the Red Flag Rules and is required to develop an identity theft prevention program since water and wastewater utility accounts are considered covered accounts. All utilities are required to comply with this regulation. The City of Monroe identity theft prevention program includes reasonable policies and procedures for detecting, preventing, and mitigating identity theft. The compliance date is May 1, 2009 such that the municipal governing body must pass a resolution of support to comply with the regulation. Attached is a resolution of support and the City of Monroe Identity Theft Prevention Program Official Policy. The City Manager and Finance Director will oversee the program.

IT IS RECOMMENDED that the City Council approve the attached resolution and place it on file.

CITY MANAGER RECOMMENDATION:	∏For
CITT MANAGER RECOMMENDATION.	☐For, with revisions or conditions
•	Against
	☐No Action Taken/Recommended

APPROVAL DEADLINE: May 1, 2009
REASON FOR DEADLINE: The identity theft prevention program must be approved by the municipal governing body and operational by May 1, 2009.
STAFF RECOMMENDATION:
REASON AGAINST: N/A
INITIATED BY:  Edward J. Sell, Director of Finance Director
PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Water & Wastewater Departments, Water & Wastewater Customers, IT Department
FINANCES

FINANCES					
COST AND REVENUE PROJECTIONS:		Cost of Total Project	\$N/A		
		Cost of This Project Approval	\$ N/A		
		Related Annual Operating Cost	\$ N/A		
		Increased Revenue Expected/Year	\$ N/A		
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount		
	Other Funds				
Budget Approval:					

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities

**DATE:** April 13, 2009

REVIEWED BY: Edward J. Sell, Finance Director; George A. Brown, City Manager

**DATE:** April 13, 2009

COUNCIL MEETING DATE: April 20, 2009

#### RESOLUTION

WHEREAS, over the past ten years, the crime of identity theft has exploded and is now the fastest growing crime in the United States; and

WHEREAS, the Federal Trade Commission (FTC) has adopted "Red Flag Rules" which require "creditors" with "covered accounts" to develop, adopt and implement a written identity theft prevention program "to detect, prevent and mitigate identity theft in connection with the opening of a covered account or any existing covered account." and

WHEREAS, the federal Fair and Accurate Credit Transactions Act of 2003 (FACTA) defines "creditor" as "any person who regularly extends, renews, or continues credit [or] who regularly arranges for the extension, renewal or continuation of credit"; and

WHEREAS, the FTC clarified that a "creditor" includes "lenders such as...utility companies" and indicated that non-profit and governmental entities that defer payments for goods and services should be considered "creditors" for purposes of FACTA; and

WHEREAS, a "covered account" is defined as "an account that a...creditor offers or maintains, primarily for personal, family or household purposes, that involves or is designed to permit multiple or transactions, such as a...utility account...and any other account for which there is a foreseeable risk of identity theft"; and

WHEREAS, the FTC believes that municipal utilities are "creditors" for purposes of FACTA and therefore must comply with the Red Flag Rules to the extent that the municipalities defer payments for goods and services; and

WHEREAS, the Identity Theft Prevention Program must be approved and implemented by May 1, 2009

**NOW, THEREFORE BE IT RESOLVED,** that this Mayor and Council does hereby approve the City of Monroe Official Policy for Identity Theft Prevention Program, a copy of which is attached hereto.

# City of Monroe OFFICIAL POLICY

TITLE:	EFFECTIVE DATE:
IDENTITY THEFT PREVENTION PROGRAM	May 1, 2009

### **Purpose**

To establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program in compliance with the Federal Trade Commission's Red Flag Rules (Part 681 of Title 16 of the Code of Federal Regulations) implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

Under the Red Flag Rule, every financial institution and creditor is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

- 1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
- 2. Detect Red Flags that have been incorporated into the Program;
- 3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
- 4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

## **Definitions**

*Identifying information* means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code.

*Identify theft* means fraud committed or attempted using the identifying information of another person without authority.

## A covered account means:

1. An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. Covered accounts include credit card accounts, mortgage loans, automobile loans, margin accounts, cell phone accounts, utility accounts, checking accounts and savings accounts; and

2. Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.

A *red flag* means a pattern, practice or specific activity that indicates the possible existence of identity theft.

# **Policy**

- A. **IDENTIFICATION OF RED FLAGS**. The City identifies the following red flags, in each of the listed categories:
  - 1. Suspicious Documents
    - i. Identification document or card that appears to be forged, altered or inauthentic;
    - ii. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
    - iii. Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged); and
    - iv. Application for service that appears to have been altered or forged.
  - 2. Suspicious Personal Identifying Information
    - i. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
    - ii. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
    - iii. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
    - iv. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address):
    - v. Social security number presented that is the same as one given by another customer;
    - vi. An address or phone number presented that is the same as that of another person;
    - vii. A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law social security numbers must not be required); and
    - viii. A person's identifying information is not consistent with the information that is on file for the customer.

- 3. Suspicious Account Activity or Unusual Use of Account
  - i. Change of address for an account followed by a request to change the account holder's name:
  - ii. Payments stop on an otherwise consistently up-to-date account;
  - iii. Account used in a way that is not consistent with prior use (example: very high activity);
  - iv. Mail sent to the account holder is repeatedly returned as undeliverable;
  - v. Notice to the City that a customer is not receiving mail sent by the City;
  - vi. Notice to the City that an account has unauthorized activity;
  - vii. Breach in the City's computer system security; and
  - viii. Unauthorized access to or use of customer account information.

#### 4. Alerts from Others

i. Notice to the City from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

#### B. DETECTING RED FLAGS.

- 1. **New Accounts**. In order to detect any of the Red Flags identified above associated with the opening of a new account, City personnel will take the following steps to obtain and verify the identity of the person opening the account:
  - i. Require certain identifying information such as name, date of birth, residential or business address, phone number, principal place of business for an entity, driver's license, SSN, mother's maiden name or a unique password.
  - ii. Verify the customer's identity (for instance, review a driver's license or other identification card);
  - iii. Review documentation showing the existence of a business entity; and/or
  - iv. Independently contact the customer.
- 2. **Existing Accounts**. In order to detect any of the Red Flags identified above for an existing account, City personnel will take the following steps to monitor transactions with an account:
  - i. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
  - ii. Verify the validity of requests to change billing addresses; and
  - iii. Verify changes in banking information given for billing and payment purposes.
- C. **PREVENTING AND MITIGATING IDENTITY THEFT**. In the event City personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

#### 1. Prevent and Mitigate

- i. Continue to monitor an account for evidence of Identity Theft;
- ii. Contact the customer;
- iii. Change any passwords or other security devices that permit access to accounts;
- iv. Not open a new account;
- v. Close an existing account;
- vi. Reopen an account with a new number;
- vii. Notify the City Manager or Finance Director for determination of the appropriate step(s) to take;
- viii. Notify law enforcement; and/or
  - ix. Determine that no response is warranted under the particular circumstances.

## 2. Protect customer identifying information

- i. In order to further prevent the likelihood of identity theft occurring with respect to City accounts, the City will take the following steps with respect to its internal operating procedures to protect customer identifying information:
- ii. Ensure that its website is secure or provide clear notice that the website is not secure;
- iii. Ensure complete and secure destruction of paper documents and computer files containing customer information;
- iv. Ensure that office computers are password protected and that computer screens lock after a set period of time;
- v. Keep offices clear of papers containing customer information;
- vi. Request the social security numbers (if any provided);
- vii. Ensure computer virus protection is up to date; and
- viii. Require and keep only the kinds of customer information that are necessary for utility purposes.
- D. **PROGRAM UPDATES**. This Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the City from Identity Theft. The Finance Director will consider the City's experiences with Identity Theft situation, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of accounts the City maintains and changes in the City's business arrangements with other entities. After considering these factors, the Finance Director will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Finance Director will present the City Council with his/her recommended changes and Monroe City Council will make a determination of whether to accept, modify or reject those changes to the Program.

#### E. PROGRAM ADMINISTRATION.

1. **Oversight**. Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee for the City. The Committee is headed by the City Manager, with the City Clerk/Treasurer, Utilities Director, and Finance Director

comprising the remainder of the committee membership. The City Manager and Finance Director will be responsible for the Program administration, for ensuring appropriate training of City staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

- 2. **Staff Training and Reports**. City staff responsible for implementing the Program shall be trained either by or under the direction of the City Manager and Finance Director in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. City staff is required to provide reports to the Program Administrator on incidents of Identity Theft, the City's compliance with the Program and the effectiveness of the Program.
- 3. Specific Program Elements and Confidentiality. For the effectiveness of Identity Theft prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the City's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices are to be limited to the Identity Theft Committee and those employees who need to know them for purposes of preventing Identity Theft. Because this Program is to be adopted by a public body and thus publicly available, it would be counterproductive to list these specific practices here. Therefore, only the Program's general red flag detection, implementation and prevention practices are listed in this document.

## **Authority & Revisions**

This policy is enacted immediately upon approval of the City Council, as reflected in the regular meeting minutes dated \_\_\_\_\_\_\_, 2009. Revisions to this policy shall only be enacted when approved by the City Council and reflected in the applicable meeting minutes. This policy shall be reviewed at least biennially by the City Manager and Finance Director and updated as appropriate.

Revision History				
<u>Date</u>	Revision #	Nature of Revision		
/ /09	00	Original document.		



# CITY COUNCIL AGENDA FACT SHEET

RELATING TO: WASTEWATER SYSTEM - PHASE II PLANT IMPROVEMENTS ENGINEERING SERVICES

<u>DISCUSSION:</u> As required by the Monroe Metropolitan Wastewater Treatment Plant (MMWTP) National Pollutant Discharge Elimination System (NPDES) permit and the MDEQ, the Sewer System Evaluation Survey (SSES) and Flow Monitoring Study have been completed. As you may recall, it is the goal of the MDEQ to remove the MMWTP NPDES permit's authorization of allowing discharging from the plants Wet Weather Clarifiers. In order to meet the goal, the MDEQ mandated that a Collection System and Treatment Facility Flow Study be completed. The Flow Monitoring Study report was submitted by the March 1, 2009 deadline. Also, in the Wastewater System Improvements Project Plan submitted in June 2006, one component was deemed not eligible for SRF funding which is the installation of a wet weather retention tank. The MDEQ concluded that the long-term cost-effectiveness of a wet weather retention tank had not been established. In accordance with the July 2007 final work plan, the necessary data and analysis needed to establish the cost effectiveness of a wet weather retention tank installation has been completed via the SSES.

An amendment to the June 2006 Project Plan is currently being completed for the Wastewater System - Phase II Plant Improvements. It is intended to submit the Project Plan Amendment by July 1, 2009. The Wastewater System - Phase II Plant Improvements include Electrical Reliability Modifications (required as a result of the special condition incorporated into the Part 41 permit by the MDEQ for the current Wastewater System Improvements project), SCADA, Safety / Security, and Wet Weather Retention (as recommended in the 2009 SSES report). As outlined in MDEQ correspondence, funds received from the American Recovery & Reinvestment Act (ARRA) of 2009 will be utilized in portions of the 2009 and 2010 MDEQ State Revolving Fund (SRF) approved projects. Projects included in the first quarter funding cycle of the 2010 MDEQ SRF will only be eligible for ARRA funding assistance via principle forgiveness or other method to be determined and potentially receiving a lower loan interest rate (<2.5%). Plans and specifications of the project need to be completed in order to meet the first quarter funding cycle deadlines of the 2010 SRF.

Attached is a proposal from the URS Corporation to provide engineering services associated with completing the plans and specifications for the Wastewater System - Phase II Plant Improvements. The proposal schedule is very aggressive and will be challenging to meet the MDEQ SRF deadlines so as to qualify for ARRA funding assistance and qualify for a lower loan interest rate (<2.5%).

City Council has awarded previous contracts to the URS Corporation for related services to the Wastewater System Improvements project as follows:

- 1. Complete a Wastewater Facilities Plan (January 3, 2006);
- 2. Project Plan (June 2006);
- Applications for a State Revolving Fund (SRF) Loan & S2 Grant (2006 & 2007);
- 4. Engineering Services (September 18, 2006 and July 7, 2008)
- Sewer System Evaluation Survey and Flow Monitoring Study (November 17, 2008)

URS Corporation has performed satisfactorily in all prior contract awards. All costs associated with the Wastewater System - Phase II Plant Improvements amount can be reimbursed from the SRF Loan, however they must first be fronted by the City of Monroe Wastewater Fund. It is recommended to utilize Wastewater Fund Reserves to fund the URS Corporation proposal to complete the plans and specifications for the Wastewater System - Phase II Plant Improvements so as to incorporate all costs into a future SRF Loan and take advantage of a low interest loan.

IT IS RECOMMENDED that a purchase order be awarded to the URS Corporation for Engineering Services in the amount of \$960,000.00 for the completing the plans and specifications of the Wastewater System - Phase II Plant Improvements as outlined in the attached proposal.

CITY MANAGER RECOMMENDATION:	□For
	☐For, with revisions or conditions
	□Against
	☐No Action Taken/Recommended

**APPROVAL DEADLINE:** ASAP

REASON FOR DEADLINE: Complete plans and specifications for the Wastewater System - Phase II Plant Improvements to meet the MDEQ SRF deadlines and qualify for ARRA funding assistance and a lower loan interest rate (<2.5%).

STAFF RECOMMENDATION:	⊠ For	∏Against	
REASON AGAINST: N/A			

**INITIATED BY:** Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Wastewater Department, Wastewater Customers, City Council

FINANCES					
COST AND REVENUE PROJE	ECTIONS:	Cost of Total Project	\$12,700,000.00		
		Cost of This Project Approval	\$960,000.00		
		Related Annual Operating Cost	\$ N/A		
		Increased Revenue Expected/Year	\$ N/A		
SOURCE OF FUNDS:	<u>City</u> General Contract Services	Account Number 59075527 818020 09Z03	Amount \$960,000.00		
	Other Funds Transfer from WW Fund Reserves	59000000 395000	<\$960,000.00>		
Budget Approval:					

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** April 13, 2009

**REVIEWED BY: DATE:** 

**COUNCIL MEETING DATE:** April 20, 2009



April 8, 2009

Mr. Barry S. LaRoy, P.E. Director of Water and Wastewater Utilities City of Monroe 120 East First Street Monroe, MI 48161

Re: Proposal for Engineering Services – Phase II Plant Improvements

Dear Mr. LaRoy:

At your request, URS Corporation has prepared this Proposal for Engineering Services associated with design of the Phase II WWTP improvements, as identified in the SRF Project Plan currently being prepared. The purpose of completing the design at this time is to be eligible for ARRA funding of 2010 SRF projects in the first quarter funding cycle.

Components of the Phase II WWTP improvements include the following:

- Modifications to the plant electrical distribution system to enhance system reliability.
- Implementation of a Supervisory Control and Data Acquisition (SCADA) system for monitoring and control of the plant processes
- Safety and security enhancements, including site access control, site lighting and perimeter fencing and gate improvements.
- Construction of a Wet Weather Retention Facility to retain peak storm event flows and eventually eliminate the need for the blending process.

#### Electrical Reliability

The electrical modifications are a result of the special condition incorporated into the Part 41 permit by MDEQ for the ongoing Wastewater System Improvements. The special condition requires the electrical system to be upgraded to meet the USEPA reliability guidelines as outlined in the document "Design Criteria for Mechanical, Electric, and Fluid System and Component Reliability", USEPA, 1973.

The USEPA document establishes reliability classifications to determine the "vital" components that must be kept in operation to prevent a controlled diversion, meet effluent limits or to protect other components from damage. Under Reliability Class I, the following equipment is considered "vital", requiring dual motor control centers (MCCs) and dual power feeds:

# URS

- Bar screens \*
- Raw WW pumps \*
- Primary clarifiers \*
- Settled waste pumps
- Final clarifiers
- Disinfection system
- Aeration blowers
- \* Currently have dual MCCs and dual power feeds

In addition to the switchgear modifications, new MCCs and redundant power feeds will be required for:

- MCC P-10 (Settled waste pumps)
- MCC P-2A (West Gallery Building Final clarifiers)
- MCC P-8 (Chlorine Building Disinfection system)
- MCC P-3 (2<sup>nd</sup> floor of the Equipment Building Air Compressor)

Rearrangement of the motor controllers for the aeration blowers will be coordinated with the ongoing electrical modifications being performed under the Wastewater System Improvements project.

Based on the preliminary investigation and cost comparison of the alternate switchgear arrangements, it was decided to pursue construction of a new building (or addition) to house the new switchgear and emergency generator, along with the dual MCCs and power feeds. Preliminary estimates of the required building footprint are approximately 2,000 SF. The building construction would be consistent with the existing Equipment Building (block and brick with metal fascia). Repair and replacement of the existing brick and fascia exterior of the Equipment Building will be included in the project. Foundation requirements for the new building will be established by soil borings and the proximity of the new building to existing structures (including the adjacent tunnel).

#### SCADA

A SCADA system is being implemented to assist the plant staff in monitoring, controlling and maintaining the wastewater treatment process. The SCADA system will link the field instruments (flow meters, level sensors, pressure sensors, running and fault signals, etc.) through remote telemetry units to a SCADA controller with multiple workstations. The SCADA system will allow real time monitoring of each process, controlling of mechanical equipment, tracking of equipment maintenance and inventories and can assist with reporting functions.

### Safety/Security

# TUIRS

With the increased awareness of wastewater plant vulnerability, enhancements to the plant security and lighting systems will be completed. Fencing, site access control, access gate monitoring and area lighting for security and plant maintenance will be upgraded. Fencing will include perimeter fencing to protect the site, as well as architectural fencing along Front Street to enhance the plant aesthetics. Entrance gates will be relocated or upgraded to incorporate better truck access, automated gate control and monitoring and improved exit sight lines. Facility doorways will be provided with card readers to allow only plant employees to gain access to buildings. Site lighting improvements will include replacement of damaged or missing light poles and addition of light towers and building-mounted lights to poorly lit areas.

#### Wet Weather Retention

Based on the recently completed Sewer System Evaluation Survey (SSES), it is likely that wet weather retention facilities will be required to eliminate the current blending operation for treating peak flows. As indicated in the SSES report, a retention capacity of approximately 10 MG may be required. The Wet Weather Retention Facility (WWRF) will include one or more storage tanks, diversion chambers, pumping facilities, supply and return piping, monitoring systems and washdown appurtenances. The proposed location of the WWRF is on City-owned property, just east of the WWTP.

Presented below is the Scope of Services to complete the identified work:

#### **Scope of Services**

The services to be provided include preparation of plans and specifications for procurement, a sequencing plan for coordination and continuation of plant services, and bidding documents. The services will include site visits to observe existing conditions, two design submittals to the City for review (50% and 95%), Design Review Meetings following each submittal, submittal of draft and final plans and specifications to MDEQ and preparation of Part II Forms for the SRF funding.

Major components of the project include:

- New Switchgear/Generator Building
- Equipment Building Modifications
- Dual MCCs and Power Feeds (Various locations)
- Sequencing Plan for electrical changeover
- SCADA (hardware, software and instrumentation changes)
- Site Security and Lighting
- Wet Weather Retention Facility and related plant modifications
- Document Preparation (Plans, Specs and Cost Opinion)
- User Charge System Update

# URS

A preliminary drawing list has been developed and is presented as an attachment.

Design of the WWRF will require some advanced planning, related to dimensions and capacity of the tank(s), location and method of diversion and return of flow to the WWTP, site layout and available utilities, etc. Initial activities will focus on developing a preliminary layout and Basis of Design for the WWRF in conjunction with the plant staff. The initial activities will:

- Identify spatial requirements for a 10 MG retention capacity
- Evaluate availability of utilities, environmental conditions and current land use of the proposed property.
- Prepare a process flow diagram and hydraulic profile showing integration of the wet weather facilities with the existing treatment process.
- Prepare a preliminary site layout.
- Develop a written process description for wet weather handling (including facility washdown after use.
- Develop a Basis of Design table to identify major equipment and motor requirements and design criteria.

Several meetings will be held with the plant and City staff to review and discuss options for the WWRF.

#### Schedule and Fee Estimate

Design Services (Electrical Reliability/SCADA/Site Security and Lighting: Due to the potential availability of ARRA funding under the SRF program, an aggressive timeline has been established for the design activities. To be eligible for ARRA funding, projects will need to approved for the first quarter 2010 SRF funding cycle. Milestones include:

0	50% Design Review	5/29/09
0	95% Design Review	7/31/09
0	MDEQ Submittal	8/25/09
9	MDEQ Approval	9/25/09
•	Bid Advertisement	9/21/09

**WWRF Design Services**: For the design of the retention facilities, the following schedule is proposed:

•	Preliminary Sizing and Flow Routing	4/13/09 - 4/24/09
•	Review Meeting	4/27/09
0	Preliminary PFD and Site Plan	4/27/09 - 5/08/09
•	Process Review Meeting	5/11/09
•	Basis of Design	5/11/09 - 5/28/09

# UIRS

0	50% Design Review	5/29/09
•	95% Design Review	7/31/09
0	MDEQ Submittal	8/25/09
•	MDEQ Approval	9/25/09
•	Bid Advertisement	9/21/09

URS is prepared to begin this project immediately upon written authorization. Based on the scope of services presented above, URS proposes a not-to-exceed fee of \$960,000.

It should be noted that the proposed fees are estimates only, based on the preliminary information available at this time. The fee estimates will be reviewed at the 50% Design milestone, and revised as the work develops. A breakdown of the work hours and fees is attached.

We appreciate the opportunity to be of continued assistance to the City of Monroe. If you should have any questions or desire additional information, please contact me.

Sincerely,

**URS CORPORATION** 

Jan. M. Hauser, P.E.

Vice President

cc: T. Woodward - URS

hollward for

#### City of Monroe Engineering Services for Phase II WWTP Improvements Estimated Work Hours and Fees

	Project Director	Project Manager/ Dept. Manager	QA/QC	Senior Electrical Engineer	Site/ Civil Engineer	Facilities Engineer/ Architect	Structural Engineer	Mechanical Engineer	Electrical Engineer	Controls Engineer	Process Engineer	Technician	CADD Technician	Clerical	Total Hours	1 "
Task 1 - Electrical System Modifications									1.44		1.11		.44.1			\$ 184,298
1.1 Site/Civil		4			24								24		52	\$ 4,273
1.2 Architectural		20				204							132		356	\$ 32,488
1.3 Structural		12					100						108		220	\$ 19,958
1.4 Process		4			MIN						40		48		92	\$ 8,513
1.5 HVAC		4						48					48		100	\$ 9,073
1.6 Electrical		48		320					328				214		910	
Task 2 - SCADA System									1,111			11, 1	<u> </u>			\$ 85,565
2.1 Process		4									48		40		92	\$ 8,673
2.2 Electrical		2		4				<u> </u>			40		10		16	\$ 1,704
2.3 Instrumentation		24	-	8		***************************************			332	210		85	85		744	1 11
Task 3 - Safety/Security Improvements											* 1	±1 <sup>1</sup> ,	and con-		1	\$ 53,215
3.1 Site/Civil		20	~~~~		160								168		348	\$ 28,004
3.2 Architectural		2				12		<u> </u>					10		24	\$ 2,228
3.3 Structural		2	···				12					***************************************	10		24	\$ 2,252
3.4 Electrical		8		24					36				96		164	\$ 16,754
3.5 Instrumentation	100000000000000000000000000000000000000	2								24			20		46	\$ 3,976
Task 4 - Wet Weather Retention Facility											1 1	: :			1-12	\$ 544,446
4.1 Prel. Sizing and Flow Routing		4	***************************************		40						16		8	4	72	\$ 5,993
4.2 Prelim. PFD and Site Plan		8			16		-				40		16	8	88	\$ 8,306
4.3 Basis of Design		12			4	8	16	4	16	8	80		16	4	168	\$ 17,054
4.4 Site/Civil		60			340				-10			80	400	24	904	\$ 72,772
4.5 Architectural		24				140							140	10	314	
4.6 Structural		80				*	520						540	24	1164	
4.7 Process		96						***************************************			480	80	580	24	1260	
4.8 HVAC		24						120					120	10	274	
4.9 Electrical		80		160					220				540	24	1024	·
4.10 Instrumentation		40								280			280	20	620	\$ 54,328
Task 5 - Project Management and Meetings					'					1			.1			\$ 73,702
5.1 Project Management	40	160	40											80	320	\$ 47,472
5.2 Site Visits	75	8		8	16		16		40		16					\$ 11,490
5.3 Meetings		40				4	16		40	16						
Total Hours	40	792	40	524	600	368	580	172	1012	538	680	245	3653	232	9616	

#### **Design Services**

	Task 1	Task 2	Ta	ask 3	-	Task 4	٦	rask 5		Total
Total Project Labor	\$ 184,298	\$ 85,565	\$	53,215	\$	544,446	\$	73,702	\$	941,225
Direct Expenses	\$ 1,952	\$ 3,435	\$	785	\$	5,554	\$	2,048	\$	13,774
Subcontracts (Soil Borings)	\$ 1,500	\$ -	\$	-	\$	3,500			\$	5,000
Total Estimated Project Fee	\$ 187 750	\$ 89 000	•	54 000	¢	553 500	•	75 750	¢	960 000



# CITY COUNCIL AGENDA FACT SHEET

<b>RELATING TO:</b> Resolution spreading the expenses for the cutting	of weeds and grasses on the 2009 Summer tax roll.
DISCUSSION: By Charter those weed and grass expenses that are summer Tax Roll.  This resolution authorizes the City Assessor to spread	
CITY MANAGER RECOMMENDATION:	For For, with revisions or conditions Against No Action Taken/Recommended

APPROVAL DEADLINE: N/A		
REASON FOR DEADLINE:		
<u></u>		
STAFF RECOMMENDATION:	igtimesFor	☐Against
Recommending the attached resolut	tion be adopted a	and the expenses for the cutting of weeds & grasses be placed upon
the Summer 2009 Tax Roll	•	

**INITIATED BY:** City Treasurer' Office

REASON AGAINST:

Charles D. Evans, City Clerk/Treasurer

# PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES			
COST AND REVENUE PRO	OJECTIONS:	Cost of Total Project	\$
		Cost of This Project Approval	\$
		Related Annual Operating Cost	\$
		Increased Revenue Expected/Year	\$
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
			\$
			\$
			ው ው
			ው ው
			Ф
	Other Funds		\$
	Curci i didis		\$
			\$
			Š
Budget Approval:			•

**FACT SHEET PREPARED BY:** C. Evans

REVIEWED BY:

**DATE:** April 14, 2009

**DATE:** 

**COUNCIL MEETING DATE:** 

April 20, 2009

1	RESOLUTION
2	
3	WHEREAS, certain property owners have failed to pay for the expenses of the removal or
4	cutting of weeds and/or grasses by the Department of Public Services; and.
5	WHEREAS, Chapter 692.09 of the Codified Ordinances of Monroe, Michigan, 1996 and
6	Sections 389 and 390 of the Charter of the City of Monroe provides for special assessment of the
7	cost of cutting weeds and grasses, by the Department of Public Services, plus a ten percent (10%)
8	penalty; and
9	WHEREAS, a public hearing was held on April 20, 2009 for the purpose of hearing
10	objections to the placement of property owners on the special assessment roll; and.
11	WHEREAS, the Mayor and Council have given due consideration to said objections in
12	determining the propriety of said roll.
13	NOW THEREFORE BE IT RESOLVED, that said roll, which is attached hereto, is
14	confirmed in all respects; and
15	BE IT FURTHER RESOLVED, that the City Clerk-Treasurer is hereby directed to provide
16	a certified copy of this Resolution and the attached roll to the City Assessor, who shall add the
17	amount of said costs to the next regular tax bill levied against the respective parcels; and
18	BE IT FURTHER RESOLVED, the City Manager shall have the authority to make
19	corrections to the attached roll as he deems necessary and shall report any such corrections to the
20	City Council.
21	

Dated: April 20, 2009

22

HSBC MORTGAGE SERVICES, INC. 636 GRAND REGENCY BLVD BRANDON FL 33510-3942

Invoice: 151816 Amount: \$74.33 Parcel #: 69-00545-272

ROTTINGHAUS, BRIAN 10356 BOULDERCREST DR SOUTH LYON MI 48178

Invoice: 151829 Amount: \$80.19 Parcel #: 49-01277-000

BANK OF NEW YORK PO BOX 161489 FORT WORTH TX 76161

Invoice: 151935 Amount: \$111.18 Parcel #: 59-00418-000

TAITE, JAMES
3101 WIDDOCK ST
ERIE MI 48133
Invoice: 151939
Amount: \$95.30
Parcel #: 49-00506-000

MICHAEL, JOSEPH A 51270 SASS RD NEW BALTIMORE MI 48047

Invoice: 151945 Amount: \$79.43 Parcel #: 49-01424-000

CREATIVE LAND DESIGN, INC 41050 VINCENTI CT NOVI MI 48375

NOV1 M1 48375 Invoice: 152048 Amount: \$95.30 Parcel #: 59-01787-072

RADOSEVICH, FRANK ROWLAND 6590 N STONEY CREEK RD MONROE MI 48162

Invoice: 152053 Amount: \$79.43 Parcel #: 49-00090-000

MONROE SHOPPE, LLC 28511 ORCHARD LAKE RD STE E FARMINGTON HILLS MI 48334

Invoice: 152059 Amount: \$343.05 Parcel #: 49-01454-002

SISUNG, PEGGY 9870 CRABB RD TEMPERANCE MI 48182

Invoice: 152063 Amount: \$88.40 Parcel·#: 19-00904-000 EASLEY, JANE M 212 THEODORE DR MONROE MI 48162 Invoice: 151820 Amount: \$80.19

Parcel #: 49-00257-000

WELLS FARGO BANK NA C/O HOMEQ

SERVICING
1100 CORPORATE CENTER DR.
RALEIGH NC 27607
Invoice: 151931
Amount: \$95.30

BANK OF NEW YORK TRUST CO 3451 HAMMOND AVENUE WATERLOO IA 50702

Invoice: 151937 Amount: \$111.18 Parcel #: 19-00320-000

Parcel #: 29-00060-037

DEUTSCHE BANK NATIONAL TRUST CO. 6591 IRVINE CENTER DRIVE

IRVINE CA 92618 Invoice: 151940 Amount: \$79.43

Parcel #: 49-00287-000

ASAM, DAVID LEE 316 MICHIGAN AVE MONROE MI 48162 Invoice: 152043 Amount: \$111.18 Parcel#: 59-01486-000

GREENPOINT MORTGAGE FUNDING INC 2300 BROOKSTORE CENTRE PKWY COLUMBUS GA 31904-4520

Invoice: 152049 Amount: \$79.43

Amount: \$79.43 Parcel #: 59-00738-000

BANK OF NEW YORK TRUST CO 3451 HAMMOND AVENUE WATERLOO IA 50702

Invoice: 152056 Amount: \$73.63 Parcel #: 19-00320-000

GREENPOINT MORTGAGE FUNDING IN 2300 BROOKSTONE CENTRE PKWY COLUMBUS GA 31904-4500

Invoice: 152060 Amount: \$95.30 Parcel #: 19-00149-000

LIBERTY HOME BUILDERS 8920 QUAIL CIRCLE DR PLYMOUTH MI 48170

Invoice: 152064 Amount: \$73.63 Parcel #: 69-00659-057 HACKERT, JAY D 394 HI-HILL LAKE ORION MI 48360 Invoice: 751825 Amgunt: \$64.16

Parcel #: 49-01061-000

AMERICA HOLDING INC P O BOX 1714 MINEOLA NY 11501 Invoice: 151934 Amount: \$127.05 Parcel #: 49-00150-000

MOFHUL, FARRUKH & TASLEEN 1870 CANTERBURY CT BLOOMFIELD MI 48302

Invoice: 151938 Amount: \$79.43 Parcel #: 49-01392-000

LENZ, DAVID & CLARA KATHLE 14279 S TELEGRAPH RD LASALLE MI 48145 Invoice: 151944 Amount: \$79.43

Parcel #: 29-00318-001

O'SULLIVAN, JOHN F & CAROL N. 8729 JOANN DR

NEWPORT MI 48166 Invoice: 152044 Amount: \$62.50 Parcel #: 19-00010-000

FREDERICK, FERDINANDO & SH 215 SAMARIA RD TEMPERANCE MI 48182

Invoice: 152050 Amount: \$116.60 Parcel #: 49-00690-000

BRIGGS, KATE L 29500 FRANKLIN RD - APT 111 SOUTHFIELD MI 48034

Invoice: 152058 Amount: \$88.40 Parcel #: 29-00386-000

MORTGAGE ELECTRONIC REGIS 4708 MERCANTILE DR FORT WORTH TX 76137-3605

Invoice: 152062 Amount: \$127.05 Parcel #: 39-00536-000

BARTEL, PAUL & JAN 211 CHARLES ST CINCINNATI OH 45215

Invoice: 152066 Amount: \$79.43 Parcel #: 29-00103-000

BANK OF NEW YORK TRUST CO. 3451 HAMMOND AVENUE WATERLOO IA 50702

Invoice: 152070 Amount: \$111.18 Parcel #: 19-00320-000

BARTEL, PAUL J & JAN 211 CHARLES ST CINCINNATI OH 45215

Invoice: 152077 Amount: \$45.05 Parcel #: 29-00104-000

HSBC MORTGAGE SERVICES, INC 636 GRAND REGENCY BLVD BRANDON FL 3510-3942

Invoice: 152081 Amount: \$127.05 Parcel #: 69-00545-272

CREATIVE LAND DESIGN, INC 41050 VENCENTI COURT

NOVI MI 48375 Invoice: 152088 Amount: \$73.63 Parcel #: 59-01788-025

LAGARI, PATRICIA 31313 NORTH WESTERN STE 218

FARMINTON MI 48334 Invoice: 152091 Amount: \$73.63 Parcel #: 19-00142-000

BURNETTE, JEREMY N & JAMA 5729 NELSON DR NEWPORT MI 48166

Invoice: 152097 Amount: \$95.30 Parcel #: 39-00457-000

MONROE SHOPPE, LLC 28511 ORCHARD LAKE RD STE E FARMINGTON HILLS MI 48334

Invoice: 152112 Amount: \$145.55 Parcel #: 49-01454-000

MICHAEL, JOSEPH A 51270 SASS RD NEW BALTIMORE MI 48047

Invoice: 152118 Amount: \$62.50 Parcel #: 49-01424-000 DEPT OF VETERANS AFFAIRS 1240 EAST 9TH STREET CLEVELAND OH 44199

Invoice: 152068 Amount: \$73.63 Parcel #: 59-00126-000

HILL, NATALIE
733 WOODVILLE AVE
MONROE MI 48161
Invoice: 152075
Amount: \$127.05
Parcel #: 19-00576-000

HUNTINGTON NATIONAL BANK

2361 MORSE RD COLUMBUS OH 43229 Invoice: 152078 Amount: \$147.30 Parcel #: 19-00089-000

FIQUA, YVONNE L 401 RAILROAD ST MONROE MI 48161 Invoice: 152084 Amount: \$79.43 Parcel #: 49-01414-000

YAP, ANTONIO/LUMM, KEND (ETAL) 25165 W RIVER RD

PERRYSBURG OH 43551 Invoice: 152089 Amount: \$56.33 Parcel #: 69-00766-000

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152092 Amount: \$73.63 Parcel #: 59-01788-024

BKY LLC 1530 RIVONA DR WATERFORD MI 48328

Invoice: 152098 Amount: \$127.05 Parcel #: 69-00073-009

MONROE SHOPPE, LLC 28511 ORCHARD LAKE RD STE E FARMINGTON HILLS MI 48334

Invoice: 152114 Amount: \$103.95 Parcel #: 49-01454-004

MOGHUL, FARRUKH & TASLEEM 1870 CANTERBURY CT BLOOMFIELD MI 48302

Invoice: 152119 Amount: \$79.43 Parcel #: 49-01392-000 US BANK NATIONAL ASSOCIATI
3476 STATE VIEW BLAD

FORT MILL SC 29/15 Invoice: 152069 Amount: \$117.80 Parper#: 69-00073-163

COTE, SANDRA 4186 IRENE AVE LINCOLN PARK MI 48146

Invoice: 152076 Amount: \$79.43 Parcel #: 49-01186-000

DEUTSCHE BANK NATIONAL TR 6591 IRVINE CENTER DRIVE

IRVINE CA 92618 Invoice: 152080 Amount: \$97.00 Parcel #: 49-00287-000

ROTTINGHAUS, BRIAN 10356 BOULDERCREST DR SOUTH LYON MI 48178

Invoice: 152085 Amount: \$79.43 Parcel #: 49-01277-000

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152090 Amount: \$73.63 Parcel #: 59-01788-023

MATTICE, ROBERT & BARBARA 626 NAVARRE ST

MONROE MI 48161 Invoice: 152096 Amount: \$79.43 Parcel #: 39-00452-000

MONROE SHOPPE, LLC 28511 ORCHARD LAKE RD STE I FARMINGTON HILLS MI 48334

Invoice: 152111 Amount: \$145.55 Parcel #: 49-01454-002

RIGDON, KENNETH ALLEN 1015 E THIRD ST

MONROE MI 48161 Invoice: 152117 Amount: \$79.43 Parcel #: 49-01165-000

TAITE, JAMES 3101 WIDDOCK ST ERIE MI 48133 Invoice: 152120 Amount: \$79.43

Parcel #: 49-00506-000

EADS, PAUL JR & BETH 5003 DICKENS RICHMOND VA 23230-1903

Invoice: 152155 Amount: \$78.67 Parcel #: 39-00264-000

MENDEZ, LINDA & DENESIA 721 UNION STREET MONROE MI 48161

Invoice: 152163 Amount: \$72.93 12.23 Parcel #: 49-00426-000

NATIONAL CITY BANK P O BOX 1838

PITTSBURG PA 15230-1838 Invoice: 152166 Amount: \$55.79 Parcel #: 69-00333-062

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152214 Amount: \$58.34 Parcel #: 59-01788-023

SISUNG, PEGGY 9870 CRABB RD TEMPERANCE MI 48182

Invoice: 152218 Amount: \$87.55 Parcel #: 19-00904-000

MONROE SHOPPE, LLC 28511 ORCHARD LAKE RD STEE FARMINGTON HILLS MI 48334

Invoice: 152222 Amount: \$110.12 Parcel #: 49-01454-002

CHASE HOME FINANCE LLC 3415 VISION DRIVE COLUMBUS OH 43219-6009

Invoice: 152226 Amount: \$102.10 Parcel #: 19-00103-000

MONROE TRANSFER 9607 DEARBORN AVE DETROIT MI 48209 Invoice: 152282 Amount: \$1972.55 Parcel #: 49-01513-000

SUNDBERG, LAURIE JAN 10229 US TURNPIKE

SOUTH ROCKWOOD MI 48179

Invoice: 152152 Amount: \$58.34 Parcel #: 59-00738-000

HACKERT, JAY D 3245 PARKWOOD DR MONROE MI 48162 Invoice: 152157 Amount: \$78.67 Parcel #: 49-01061-000

VINTON, NATHAN & JACKSON, CHARLES

204 E SEVENTH ST MONROE MI 48161 Invoice: 152164 Amount: \$58.34 Parcel #: 39-00057-000

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152212 Amount: \$58.34 Parcel #: 59-01788-025

CITI MORTGAGE 1111 NORTHPOINT COPPELL TX 75019 Invoice: 152216 Amount: \$59.48 Parcel #: 59-01604-000

MONROE SHOPPE, LLC 28511 ORCHARG LAKE RD STE E FARMINGTON HILLS MI 48334

Invoice: 152220 Amount: \$110.12 Parcel #: 49-01454-000

MONROE SHOPPE, LLC 28511 ORCHARD LAKE RD STEE FARMINGTON HILLS MI 48334

Invoice: 152223 Amount: \$125.84 Parcel #: 49-01454-004

WISE, JOSEPH D 703 W SEVENTH ST MONROE MI 48161 Invoice: 152279 Amount: \$72.23

Parcel #: 19-00089-000

DEUTSCHE BANK NATIONAL TRUST CO 3476 STATE VIEW BLVD FORT MILLS SC 29715

Invoice: 152284 Amount: \$155.81 Parcel #: 69-01081-000 BAILS, STEVEN 15127 S DIXIE HWY MONROE MI 48161 Invoice: 152153 Amount: \$215.92 Parcel #: 49-01385-000

CREATIVE LAND DESIGN, INC.

41050 VINCENTI CT **NOVI MI 48375** Invoice: 152161 Amount: \$72.93 Parcel #: 59-01787-072

BANK OF NEW YORK PO BOX 161489 FORT WORTH TX 76161

Invoice: 152165 Amount: \$58.34 Parcel #: 59-00418-000

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152213 Amount: \$58.34 Parcel #: 59-01788-024

BKY LLC 1530 RIVONA DR WATERFORD MI 48328 Invoice: 152217 Amount: \$116.68

Parcel #: 69-00073-009

BANK OF NEW YORK 7105 CORPORATE DR #PTX-B-32

PLANO TX 75024-4100 Invoice: 152221 Amount: \$186.19 Parcel #: 49-01454-001

MONROE HOUSING COMMISSION Amount: \$72.93 VOID DEUTSC!

DEUTSCHE BANK NATIONAL TR 6591 IRVINE CENTER DRIVE

IRVINE CA 92618 Invoice: 152280 Amount: \$72.23 Parcel #: 49-00287-000

PAGE, JOHN H C/O DEBRA EDWARDS

914 MAPLE BLVD MONROE MI 48162 Invoice: 152285 Amount: \$57.78

Parcel #: 49-01412-000

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152376 Amount: \$42.51 Parcel #: 59-01788-031

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT **NOVI MI 48375** 

Invoice: 152382 Amount: \$42.51 Parcel #: 59-01788-037

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152388 Amount: \$42.51 Parcel #: 59-01788-044

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375

Invoice: 152394 Amount: \$42.51 Parcel #: 59-01788-060

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152400 Amount: \$42.51 Parcel #: 59-01788-057

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152406 Amount: \$42.51 Parcel #: 59-01788-053

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152412 Amount: \$42.51 Parcel #: 59-01788-049

HSBC MORTGAGE SERVICES, INC 636 GRAND REGENCY BLVD

BRANDON FL 33510-3942 Invoice: 152501

Amount: \$108.00 Parcel #: 69-00545-272 CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152372 Amount: \$42.51 Parcel #: 59-01788-033

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152378 Amount: \$42.51 Parcel #: 59-01788-036

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT **NOVI MI 48375** 

Invoice: 152384 Amount: \$42.51 Parcel #: 59-01788-040

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152390 Amount: \$42.51 Parcel #: 59-01788-045

CREAITVE LAND DESIGN, INC

41050 VINCENTI COURT **NOVI MI 48375** Invoice: 152396

Amount: \$42.51 Parcel #: 59-01788-059

CREATIVE LAND DESIGN, INC.

41050 VINCENTI COURT NOVI MI 48375

Invoice: 152402 Amount: \$42.51 Parcel #: 59-01788-056

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152408 Amount: \$42.51 Parcel #: 59-01788-052

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152414 Amount: \$42.51 Parcel #: 59-01788-048

ROTTINGHAUS, BRIAN 10356 BOULDERCREST DR

SOUTH LYON MI 48178 Invoice: 152503

Amount: \$71.53 Parcel #: 49-01277-000 CREATIVE LAND DESIGN, INC.

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152374 Amount: \$42.51 Parcel #: 59-01788-032

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152380 Amount: \$42.51 Parcel #: 59-01788-039

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT **NOVI MI 48375** 

Invoice: 152386 Amount: \$42.51 Parcel #: 59-01788-042

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152392 Amount: \$42.51 Parcel #: 59-01788-046

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152398 Amount: \$42.51 Parcel #: 59-01788-058

CREAIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375

Invoice: 152404 Amount: \$42.51 Parcel #: 59-01788-054

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152410 Amount: \$42.51 Parcel #: 59-01788-050

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152416 Amount: \$42.51 Parcel #: 59-01788-047

CREATIVE LAND DESIGN, INC

41050 VINCENTI CT NOVI MI 48375 Invoice: 152504 Amount: \$61.72

Parcel #: 59-01787-003

CREATIVE LAND DESIGN, INC

41050 VINCENTI CT **NOVI MI 48375** Invoice: 152505

Amount: \$61.72 Parcel #: 59-01787-072

CHASE HOME FINANCE LLC

PO BOX 501830 SAN DIEGO CA 92127

Invoice: 152510 Amount: \$92.57

Parcel #: 69-00250-000

BANK OF NEW YORK MELLON

PO BOX 161489

FORT WORTH TX 76161

Invoice: 152609

BRIGGS, KATE L

29500 FRANKLIN RD - APT 111

SOUTHFIELD MI 48034

Invoice: 152508 Amount: \$138.85

WISE, JOSEPH D

Invoice: 152607

Amount: \$108.00

703 W SEVENTH ST

MONROE MI 48161

Parcel #: 19-00089-000

Parcel #: 29-00386-000

636 REGENCY BLVD BRANDON FL 33510

HSBC MORTGAGE SERVICES INC

Invoice: 152509 Amount: \$123.42

Parcel #: 29-00385-000

MCCLEERY, JODY A 710 W EIGHTH ST MONROE MI 48161 Invoice: 152608

Amount: \$108.00 Parcel #: 19-00103-000

Amount: \$77.15

Parcel #: 59-00418-000

TOTAL: \$11,258.00

\$10,756.02 Revised 4/16/09



# CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Resolution spreading the expenses of sidewalk repairs and the expense of sidewalk repairs and the expen	pair on the 2009 Summer tax roll.
<b>DISCUSSION:</b> By Charter, those expenses for sidewalk repair that	are not paid are spread against those parcels on the 2009 Summer
tax roll.	od same
This resolution authorizes the City Assessor to sprea	id same.
CITY MANAGER RECOMMENDATION:	For
	For, with revisions or conditions  Against
	☐No Action Taken/Recommended

APPROVAL DEADLINE: N/A
REASON FOR DEADLINE:
STAFF RECOMMENDATION:
INITIATED BY: City Treasurer' Office
Charles D. Evans, City Clerk/Treasurer

# PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES			
COST AND REVENUE PROJE	ECTIONS:	Cost of Total Project	\$
		Cost of This Project Approval	\$
		Related Annual Operating Cost	\$
		Increased Revenue Expected/Year	\$
		· ·	
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount \$ \$ \$ \$ \$ \$ \$
	Other Funds		\$ \$ \$
Budget Approval:			Φ

FACT SHEET PREPARED BY: C. Evans	<u>DATE:</u> April 14, 2009
REVIEWED BY:	DATE:
COUNCIL MEETING DATE: April 20, 2009	

1	RESOLUTION
2	
3	WHEREAS, certain property owners have failed to pay for the expenses for sidewalk repair
4	in the City of Monroe; and.
5	WHEREAS, Chapter 1026 of the Codified Ordinances of Monroe, Michigan, 1996 and
6	Section 253 of the Charter of the City of Monroe provides for special assessment of the cost of
7	sidewalk repair, plus a ten percent (10%) penalty; and
8	WHEREAS, a public hearing was held on April 20, 2009 for the purpose of hearing
9	objections to the placement of property owners on the special assessment roll; and.
10	WHEREAS, the Mayor and Council have given due consideration to said objections in
11	determining the propriety of said roll.
12	NOW THEREFORE BE IT RESOLVED, that said roll, which is attached hereto, is
13	confirmed in all respects; and
14	BE IT FURTHER RESOLVED, that the City Clerk-Treasurer is hereby directed to provide
15	a certified copy of this Resolution and the attached roll to the City Assessor, who shall add the
16	amount of said costs to the next regular tax bill levied against the respective parcels; and
17	BE IT FURTHER RESOLVED, the City Manager shall have the authority to make
18	corrections to the attached roll as he deems necessary and shall report any such corrections to the
19	City Council.
20	Dated: April 14, 2009

#### 2009 DELINQUENT SIDEWALKS

HERNANDEZ, HECTOR I JR & KAREN D 19330 CHESTNUT ST

SOUTHGATE MI 48195-3160

Invoice: 152661 Amount: \$66.84 Parcel #: 29-00404-039

IVERSON, NORMAN R 701 BACON ST MONROE MI 48161 Invoice: 152668 Amount: \$197.17

Parcel #: 19-00290-000

GOETZ, KENNETH R & KATHLEEN

825 BACON ST MONROE MI 48161 Invoice: 152673 Amount: \$108.62 Parcel #: 19-00313-000

MCDANIEL, DALE E & BUSSELL KELLIE R

729 HUBBLE ST MONROE MI 48161 Invoice: 152690 Amount: \$100.26 Parcel #: 29-00404-063

ROBERTS, STEPHEN & DEBORAH

622 O'BRIEN ST MONROE MI 48161 Invoice: 152694 Amount: \$73.52 Parcel #: 19-00909-000

FEDERAL HOME LOAN MORTGAGE C/O TROTT

& TROTT

31440 NORTHWESTERN HWY STE 200 FARMINGTON HILLS MO 48334-2525

Invoice: 152702 Amount: \$70.17 Parcel #: 29-00386-000

BOYLAN, C & KALLENBERG, J

510 SMITH ST MONROE MI 48161 Invoice: 152705 Amount: \$263.86 Parcel #: 29-00404-010

COLE, BRODY 721 SMITH ST MONROE MI 48161 Invoice: 152717

Amount: \$148.71 Parcel #: 29-00030-000

JOSEPH, PETER A II & RENEE M

814 SMITH ST MONROE MI 48161 Invoice: 152722 Amount: \$41.77 Parcel #: 29-00038-004 **DUVALL, CHRISTOPHER & KRISTEN** 

324 ADAMS ST MONROE MI 48161 Invoice: 152662 Amount: \$294.98 Parcel #: 19-00334-000

MORTGAGE ELECTRONIC REGISTRATION SY C/O 1100 VIRGINIA DRIVE P O BOX 8300

FORT WASHINGTON PA 19034

Invoice: 152669 Amount: \$156.29 Parcel #: 19-00079-000

ZANGARA, SANTO JR 602 HARRISON ST MONROE MI 48161 Invoice: 152678 Amount: \$8.35

Parcel #: 29-00361-000

REECE, DENNIS R & RONNIE R

733 HUBBLE ST MONROE MI 48161 Invoice: 152691 Amount: \$66.84 Parcel #: 29-00404-062

LAKE-STRYCHAR, HEATHER

628 O'BRIEN ST MONROE MI 48161 Invoice: 152695 Amount: \$255.65 Parcel #: 19-00910-000

CLARK, EDWARD & LINDA

417 SMITH ST MONROE MI 48161 Invoice: 152703 Amount: \$33.42 Parcel #: 29-00384-000

NEAVE, BRUCE E 31 JOHN DR MONROE MI 48162 Invoice: 152709 Amount: \$66.84 Parcel#: 29-00404-001

ANDREWS, FLOYD & BUTLER, GRIZEL

801 SMITH ST MONROE MI 48161 Invoice: 152719 Amount: \$133.67 Parcel #: 29-00033-000

VICK, JOSEPH P & MORGAN, JENNIFER L

429 UNION ST MONROE MI 48161 Invoice: 152723 Amount: \$287.41 Parcel #: 19-00348-001 ROBERTS, RENAE 711 ADAMS ST MONROE MI 48161 Invoice: 152664 Amount: \$92.88 Parcel #: 29-00404-042

EVOE, RONALD & EVA 717 BACON ST MONROE MI 48161 Invoice: 152672 Amount: \$147.05

Parcel #: 19-00299-000

BUELL, TIMOTHY F 12844 S DIXIE HWY LASALLE MI 48145 Invoice: 152688 Amount: \$36.76 Parcel #: 29-00060-052

HOPINGS, MARK & CHRISTINA

737 HUBBLE ST MONROE MI 48161 Invoice: 152692 Amount: \$220.22 Parcel #: 29-00404-061

EVANS, DANNY J 805 O'BRIEN ST MONROE MI 48161 Invoice: 152699 Amount: \$337.53 Parcel #: 19-00284-000

STANFORD, JAMES & CHRISTINI

421 SMITH ST MONROE MI 48161 Invoice: 152704 Amount: \$33.42 Parcel #: 29-00383-000

OSBORNE, STEVEN D & SHERRY

720 SMITH ST MONROE MI 48161 Invoice: 152716 Amount: \$53.47 Parcel #: 29-00404-054

NECKEL, DAVID R & KELLY 805 SMITH ST

MONROE MI 48161 Invoice: 152720 Amount: \$66.84 Parcel #: 29-00035-000

#### 2009 DELINQUENT SIDEWALKS

PILAT, BRANDY 424 W EIGHTH ST MONROE MI 48161 Invoice: 152731 Amount: \$66.84

Parcel #: 29-00038-026

VANEECKHOUTTE, S M (LC) DISE, DONALD

15076 S TELEGRAPH RD MONROE MI 48161 Invoice: 152738 Amount: \$249.09 Parcel #: 19-00120-000

HEIDEN, DEBORAH H 13697 DIXON RD **DUNDEE MI 48131** Invoice: 152750 Amount: \$197.17 Parcel #: 19-00027-000

CARTWRIGHT, SCOTT 424 W FOURTH ST MONROE MI 48161 Invoice: 152759

Amount: \$66.84 Parcel #: 29-00060-017

GREENPOINT MORTGAGE FUNDING IN 2300 BROOKSTONE CENTRE PKWY

COLUMBUS GA 31904-4500

Invoice: 152765 Amount: \$71.85 Parcel #: 19-00149-000

ROSS, GUNNER & LISA 503 W FRONT ST MONROE MI 48161 Invoice: 152798

Amount: \$275.71 Parcel #: 19-00317-000

CARROLL, HOWARD FRANKLIN JR

2629 EDGEWATER MONROE MI 48161 Invoice: 152808 Amount: \$295.76 Parcel #: 19-00230-000

SHUKAIT, NOLA & SKEENS, JOHN M

611 W SEVENTH ST MONROE MI 48161 Invoice: 152818 Amount: \$106.94 Parcel #: 19-00083-000

FEDERAL HOME LOAN MORTGAGE CORP C/O

TROTT & TROTT

31440 NORTHWESTERN HWY STE 200 FARMINGTON HILLS MI 48334-2525

Invoice: 152830 Amount \$103.43

Parcel #: 19-00509-000

SOUTHWORTH, CLAYTON & BESSIE

518 W EIGHTH ST MONROE MI 48161 Invoice: 152735 Amount: \$66.84 Parcel #: 19-00305-000

FEDERALNATIONAL MORTGAGE ASSOC

1 S WACKER DR CHICAGO IL 60606 Invoice: 152740 Amount: \$101.93 Parcel #: 19-00127-000

MOREQUITY, INC 7116 EAGLE COURT EVANSVILLE, IN 47715 Invoice: 152751 Amount: \$133.67

Parcel #: 19-00028-000

SONAK, RICHARD A & AMY L

511 W FOURTH ST MONROE MI 48161 Invoice: 152760 Amount: \$132.01 Parcel #: 19-00341-000

O'SULLIVAN, JOHN F & CAROL Y

8729 JOANN DR NEWPORT MI 48166 Invoice: 152769 Amount: \$84.44 Parcel #: 19-00010-000

BANK OF NEW YORK TRUST CO 3451 HAMMOND AVENUE WATERLOO IA 50702

Invoice: 152799 Amount: \$286.37 Parcel #: 19-00320-000

LANGTON, JAMES E & MARGARET ANN

12850 HUBBELL ST 2 **DETROIT MI 48227-2817** Invoice: 152809 Amount: \$200.52 Parcel #: 29-00330-000

HALL, JOHN & PAMEL 206 W SIXTH ST

MONROE MI 48101 Invoice: 152821 Amount: \$84.44

Parcel #: 29-00358-000

BIEDLINGMAIER, KELLIE M

516 W SIXTH ST MONROE MI 48161 Invoice: 152832 Amount: \$66.84 Parcel #: 19-00483-000 HAMLET, ROBERT W 519 W EIGHTH ST **MONROE MI 48161** Invoice: 152736 Amount: \$55.15 Parcel #: 19-00310-000

MYERS, MARK P 401 W FIFTH ST MONROE MI 48161 Invoice: 152746 Amount: \$238.16 Parcel #: 29-00060-051

STEVENS, DEAN & CHRISTINE

407 W FOURTH ST MONROE MI 48164

Invoice: 152757 Amount: \$203.86

Parcel #: 29-00060-033

WILLIS, MICHAEL S & LAURA L

606 W FOURTH ST MONROE MI 48161 Invoice: 152764 Amount: \$166.76

Parcel #: 19-00147-000

KNAPP, JENNIFER L (TR) 727 W FOURTH ST MONROE MI 48161 Invoice: 152780

Amount: \$195.50 Parcel #: 19-00346-000

ATKINSON, JAMES J & CHRISTIN **40 E CHESTNUT** 

PETERSBURG MI 49270 Invoice: 152806 Amount: \$460.16 Parcel #: 19-00750-000

STEWART, CHRISTIE M 227 W SECOND ST **MONROE MI 48161** Invoice: 152812 Amount: \$202.18 Parcel #: 29-00399-000

HORCHNER, CAROLE 501 W SIXTH ST MONROE MI 48161

Invoice: 152828 Amount: \$135.35 Parcel #: 19-00508-000

#### 2009 DELINQUENT SIDEWALKS

CUNNINGHAM, JANET / K SALLIOTTE

619 W SIXTH ST MONROE MI 48161 Invoice: 152837 Amount: \$429.02 Parcel #: 19-00052-000

ZALUSKI, WILLIAM J & NATALIE L

702 W SIXTH ST MONROE MI 48161 Invoice: 152840 Amount: \$33.42

Parcel #: 19-00039-000

LOCHNER, DAVID JOHN 1373 RIVERVIEW MONROE MI 48162

Invoice: 152849 Amount: \$70.17 Parcel #: 29-00060-012

LAGARI, PATRICIA 31313 NORTH WESTERN STE 218 FARMINGTON MI 48334

Invoice: 152855 Amount: \$68.51 Parcel #: 19-00142-000 THOMAS, RONALD & GLENDA

1250 UNION ST MONROE MI 48161 Invoice: 152838 Amount: \$138.69 Parcel #: 19-00043-000

FEDERAL NATIONAL MORTGAGE ASSOC

13455 NOEL RD STE 100 DALLAS TX 75240 Invoice: 152841 Amount: \$133.67 Parcel #: 19-00058-000

BARTON, STEVEN & LISA (LC) ALVERMAN,

RICK T

512 W THIRD ST MONROE MI 48161 Invoice: 152852 Amount: \$38.43

Parcel #: 19-00324-000

WATERHOUSE, CHRIS & DETTY 629 W THIRD ST MONROE MI 48 61

Invoice: 152856 Amount: \$166.76 Parcel #: 19-00139-000 KOHLER, CHAD E 626 W SIXTH ST MONROE MI 48161 Invoice: 152839

Amount: \$66.84 Parcel #: 19-00041-000

HERNANDEZ, HECTOR I & KARI:

19330 CHESTNUT ST SOUTHGATE MI 48195-3160

Invoice: 152847 Amount: \$59.11 Parcel #: 29-00404-025

BENTLEY, PHILLIP S & SHANNO

605 W THIRD ST MONROE MI 48161 Invoice: 152853 Amount: \$113.99 Parcel #: 19-00143-001

CITIMORTGAGE INC 5280 CORPORATE DR #1011 FREDERICK MD 27103-8351

Invoice: 152857 Amount: \$228.14 Parcel #: 19-00137-000

-Total: \$9,157.10

Revised as of 4/10/09-#8,109.36



# CITY COUNCIL AGENDA FACT SHEET

<b>RELATING TO:</b> Resolution spreading the expenses of rental property inspection fee on the 2009 Summer Tax Roll.		
DISCUSSION: By Charter those rental property inspection fees that are not paid are spread against those parcels on the 2009 Summer Tax Roll.  This resolution authorizes the City Assessor to spread same.		
CITY MANAGER RECOMMENDATION:	☐For ☐For, with revisions or conditions ☐Against ☐No Action Taken/Recommended	

APPROVAL DEADLINE: N/A  REASON FOR DEADLINE:	
STAFF RECOMMENDATION: Some Against Recommending the attached resolution be adopted and the unpaid rental inspection fee charges be placed upon the Summer 2009 Tax Roll.  REASON AGAINST:	

**INITIATED BY:** City Treasurer' Office

Charles D. Evans, City Clerk/Treasurer

# PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES			
COST AND REVENUE PRO	OJECTIONS:	Cost of Total Project	\$
		Cost of This Project Approval	\$
		Related Annual Operating Cost	\$
		Increased Revenue Expected/Year	\$
SOURCE OF FUNDS:	City	Account Number	Amount
			<u>ኔ</u>
			ው ዊ
			\$
			\$
	Other Funds		\$
			\$
			\$
			\$
Budget Approval:			

FACT SHEET PREPARED BY: C. Evans

REVIEWED BY:

**DATE:** April 14, 2009

DATE:

**COUNCIL MEETING DATE:** 

April 20, 2009

1	RESOLUTION
2	
3	A RESOLUTION AUTHORIZING
4	RENTAL HOUSING INSPECTION FEES WHICH HAVE REMAINED
5	DELINQUENT MORE THAN NINETY (90) DAYS TO BE PLACED UPON THE
6	SUMMER TAX ROLL ON MAY 11, 2009
7	
8	WHEREAS, the city established a rental housing ordinance (Chapter 1484 of the
9	Codified Ordinances) and also established, by resolution, an inspection fee schedule for
10	rental properties, and
11	WHEREAS, several of these inspection fees have become delinquent for more
12	than ninety (90) days, and
13	WHEREAS, Section 1484.07 of the Codified Ordinance of the City of Monroe
14	requires these delinquent fees to become a lien on the property, and
15	NOW THEREFORE BE IT RESOLVED, that those delinquent rental housing
16	fees which have become delinquent for more than ninety (90) days, be placed upon the
17	2009 summer tax roll; and
18	BE IT FURTHER RESOLVED, the City Manager shall have the authority to
19	make corrections to the attached roll as he deems necessary and shall report any such
20	corrections to the City Council.
21	

Dated: April 14, 2009

22

## 2009 Delinquent Rental Inspections

FARRIS, ROBERT & SHERRY

417 HUMPHREY ST MONROE MI 48161

Invoice: CR080691 & CR080692

Amount: \$600.00

Parcel #: 49-01149-000

FREDERICK, FERDINANDO & S

215 SAMARÍA RD TEMPERANCE MI 48182

Invoice: CR080099 Amount: \$300.00

Amount: \$300.00 Parcel #: 29-00275-000 BROWN, DONALD FRANCIS

3849 W DUNBAR RD MONROE MI 48161

Invoice: CR050126 Amount: \$300.00

Parcel #: 49-00676-000

MONROE APARTMENTS, LLC

300 N FIFTH, STE 190 ANN ARBOR MI 48104 Invoice: 69-00659-049

Amount: \$2475.00

Parcel #: 69-00659-049

KNAPP, BETH A 326 N MACOMB ST MONROE MI 48162 Invoice: CR080354

Invoice: CR080354 Amount: \$300.00

Parcel #: 59-01719-000

FARRIS, ROBERT & SHERRY

417 HUMPHREY ST MONROE MI 48161 Invoice: CR080693

Amount: \$300.00 Parcel #: 49-01188-000

Total: \$4,275.00 3,675.00 revised 4/10/09



# CITY COUNCIL AGENDA FACT SHEET

<b>RELATING TO:</b> Resolution spreading the expenses of demolitions on the 2009 Summer tax roll.		
<b>DISCUSSION:</b> By Charter, those demolition expenses that are not Roll.	paid are spread against those parcels on the 2009 Summer tax	
This resolution authorizes the City Assessor to spre	ead same.	
CITY MANAGER RECOMMENDATION:	☐For ☐For, with revisions or conditions ☐Against ☐No Action Taken/Recommended	

APPROVAL DEADLINE: N/A
REASON FOR DEADLINE:
STAFF RECOMMENDATION: For Against Recommending the attached resolution be adopted and the unpaid demolition invoice charges be placed upon the Summer 2009 Tax Roll.  REASON AGAINST:
INITIATED BY: City Treasurer' Office
Charles D. Evans, City Clerk/Treasurer

# PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES			
COST AND REVENUE PRO	OJECTIONS:	Cost of Total Project	\$
		Cost of This Project Approval	\$
		Related Annual Operating Cost	\$
		Increased Revenue Expected/Year	\$
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount \$ \$ \$ \$ \$ \$ \$
Budget Approval:	Other Funds		\$ \$ \$ \$

FACT SHEET PREPARED BY:	C. Evans	<b>DATE:</b> April 14, 2009
REVIEWED BY:		DATE:
COUNCIL MEETING DATE:	April 20, 2009	

#### RESOLUTION

1	RESULUTION
2	
3	WHEREAS, a public hearing was held in the Council Chambers at City Hall on April 20,
4	2009 at 7:30 PM for the purpose of recovering demolition costs on those properties which are listed
5	on the attached Demolition Costs Report, herein incorporated by reference and hereinafter referred to
6	as the Report, in accordance with the 1997 Uniform Code for the Abatement of Dangerous
7	Buildings, which Code has been adopted by reference in Chapter 1426 of the Codified Ordinances of
8	Monroe, Michigan, 1999; and
9	WHEREAS, the Mayor and Council have given due consideration to said objections in
10	determining the propriety of the Report;
11	NOW THEREFORE BE IT RESOLVED, that the Report is hereby confirmed in all
12	respects; and
13	BE IT FURTHER RESOLVED, that the City Clerk/Treasurer is hereby directed to provide
14	a certified copy of this Resolution and the Report to the City Assessor, who shall add the amount of
15	said costs to the next regular tax bill levied against the respective parcels; and
16	BE IT FURTHER RESOLVED, that the City Manager shall have the authority to make
17	corrections to the attached roll as he deems necessary and shall report any such corrections to the
18	City Council.
19	
20	
21	
22	
23	Dated: April 14, 2009

24

# 2009 DELINQUENT DEMOLITIONS

FUQUA, YVONNE L 600 CHURCH ST MONROE MI 48161 Invoice: 153197 Amount: \$7200.00 Parcel #: 49-01414-000

TOTAL: \$7,200.00



# CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Resolution spreading the expenses of bl	ight removal on the 2009 Summer tax roll.
DISCUSSION: By Charter, those blight removal expenses 2009 Summer tax roll.  This resolution authorizes the City Assessor	
CITY MANAGER RECOMMENDATION:	For For, with revisions or conditions Against No Action Taken/Recommended

APPROVAL DEADLINE: N/A		
REASON FOR DEADLINE:		
STAFF RECOMMENDATION: Against  Recommending the attached resolution be adopted and the unpaid blight removal invoice charges be placed upon the Summer 2009 Tax Roll.		
REASON AGAINST:		
INITIATED BY: City Treasurer' Office		
INTITATED BI: City Heasurer Office		
1///		
Charles D. Evans, City Clerk/Treasurer		
PROGRAMS, DEPARTMENTS, OR GROUPS AFFE	CTED:	
FINANCES		
COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$
	Cost of This Project Approval	\$
	Related Annual Operating Cost	\$
	Increased Revenue Expected/Year	\$
SOURCE OF FUNDS: City	Account Number	Amount \$ \$
		\$ \$
		\$
Other Funds		\$ \$
		\$ \$

FACT SHEET PREPARED BY:	C. Evans	<b>DATE:</b> April 14, 2009
REVIEWED BY:		<u>DATE:</u>
COUNCIL MEETING DATE:	April 20, 2009	

Budget Approval:

2	
3	WHEREAS, certain property owners have failed to pay for the expenses of blight removal
4	by the Department of Public Services; and.
5	WHEREAS, Chapter 1482.05(d) of the Codified Ordinances of Monroe, Michigan, 1996
6	provides for special assessment of the cost of blight removal, plus a ten percent (10%) penalty; and
7	WHEREAS, a public hearing was held on April 20, 2009 for the purpose of hearing
8	objections to the placement of property owners on the special assessment roll; and.
9	WHEREAS, the Mayor and Council have given due consideration to said objections in
10	determining the propriety of said roll.
11	NOW THEREFORE BE IT RESOLVED, that said roll, which is attached hereto, is
12	confirmed in all respects; and
13	BE IT FURTHER RESOLVED, that the City Clerk-Treasurer is hereby directed to provide
14	a certified copy of this resolution and the attached roll to the City Assessor, who shall add the
15	amount of said costs to the next regular tax bill levied against the respective parcels, and
16	BE IT FURTHER RESOLVED, the City Manager shall have the authority to make
17	corrections to the attached roll as he deems necessary and shall report any such corrections to the
18	City Council.
19	Dated: April 14, 2009

RESOLUTION

1

#### 2009 BLIGHT

HUDKINS, JILL M 3674 POST RD NEWPORT MI 48166 Invoice: 151446 Amount: \$456.24 Parcel #: 49-01189-000

FUQUA, YVONNE 600 CHURCH ST MONROE MI 48161 Invoice: 151676 Amount: \$428.74 Parcel #: 49-01414-000

GO INVEST WISELY LLC 2637 N WASHINGTON BLVD STE 131 NORTH OGDEN UT 84414

Invoice: 151807 Amount: \$414.28 Parcel #: 49-00287-000

HSBC MORTGAGE SERVICES, INC 636 GRAND REGENCY BLVD BRANDON FL 33510-3942

Invoice: 151815 Amount: \$380.20 Parcel #: 69-00545=272

DURAN, JOE JR 621 CASS ST MONROE MI 48161 Invoice: 152170 Amount: \$93.56

Parcel #: 29-00200-000

LUGARI, PATRICIA 2043 KEMP BLOOMFIELD HILLS MI 48302

Invoice: 152228 Amount: \$602.61 Parcel #: 19-00142-000

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT NOVI MI 48375

Invoice: 152371 Amount: \$62.07 Parcel #: 59-01788-033

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT NOVI MI 48375

Invoice: 152377 Amount: \$62.07 Parcel #: 59-01788-036

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152383 Amount: \$62.07 Parcel #: 59-01788-040 COTE, SANDRA 4186 IRENE AVE LINCOLN PARK MI 48146

Invoice: 151447 Amount: \$872.56 Parcel #: 49-01186-000

HOUSEHOLD FINANCE CORP III 636 GRAND REGENCY BLVD

BRANDON FL 33510 Invoice: 151678 Amount: \$601.93 Parcel #: 59-01234-000

BARTEL, PAUL & JAN 211 CHARLES ST CINCINNATI OH 45215 Invoice: 151808

Amount: \$830.14 Parcel #: 29-00103-000

DEUTSCHE BANK NATIONAL TRUST CO 4708 MERCANTILE DR

FORT WORTH TX 76137-3605 Invoice: 152030

Amount: \$265.13 Parcel #: 39-00536-000

BAILS, STEPHEN & LISA 15127 S DIXIE HWY MONROE MI 48161 Invoice: 152171 Amount: \$40.36 Parcel #: 49-01329-000

BANK OF NEW YORK 7105 CORPORATE DR #PTX-B-32 PLANO TX 75024-4100

Invoice: 152288 Amount: \$489.83 Parcel #: 49-01454-001

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152373 Amount: \$62.07 Parcel #: 59-01788-032

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152379 Amount: \$62.07 Parcel #: 59-01788-039

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152385 Amount: \$62.07 Parcel #: 59-01788-042 MONROE BANK & TRUST 102 E FRONT ST MONROE MI 48161 Invoice: 151523 Amount: \$273.74

JOHNSON, ROBERT & HELEN 118 ALMYRA AVE

MONROE MI 48161 Invoice: 151679 Amount: \$331.15 Parcel #: 49-00047-000

Parcel #: 69-00447-000

BANK OF NEW YORK TRUST CO 3451 HAMMOND AVENUE WATERLOO IA 50702

Invoice: 151809 Amount: \$1,005.33 Parcel #: 19-00320-000

MOGHUL, FARRUKH & TASLEEN 1870 CANTERBURY CT

BLOOMFIELD MI 48302 Invoice: 152169 Amount: \$229.65 Parcel #: 49-01392-000

NATIONAL CITY BANK P O BOX 1838 PITTSBURG PA 15230-1838 Invoice: 152209 Amount: \$538.40

Parcel #: 69-00333-062

DEUTSCHE BANK NATIONAL IF 3476 STATE VIEW BLVD FORT MILLS SC 29715

Invoice: 152292 Amount: \$226.16 Parcel #: 69-01081-000

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152375 Amount: \$62.07 Parcel #: 59-01788-031

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152381 Amount: \$62.07 Parcel #: 59-01788-037

#### 2009 BLIGHT

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152387 Amount: \$62.07 Parcel #: 59-01788-044

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152393 Amount: \$62.07 Parcel #: 59-01788-060

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152399 Amount: \$62.07 Parcel #: 59-01788-057

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152405 Amount: \$62.07 Parcel #: 59-01788-053

CREATIVE LAND DEDIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152411 Amount: \$62.07 Parcel #: 59-01788-049

CHASE HOME FINANCE LLC 10790 RANCHO BERNARDO RD PO BOX 501830

SAN DIEGO CA 92127 Invoice: 152789 Amount: \$366.81 Parcel #: 69-00250-000

STEELE, RODNEY & TANA 15049 POPLAR MONROE MI 48161

Invoice: 152991 Amount: \$234.67 Parcel #: 29-00136-000

HEIDEN, GERALD M & DEBORAHA

13697 DIXON RD DUNDEE MI 48131 Invoice: 153285

Amount: \$135.64 Pareel #: 29-00060-005

COTE, SANDRA 4186 IRENE AVE LINCOLN PARK MI 48146

Invoice: 151329 Amount: \$67.15 Parcel #: 49-01186-000 CRÉATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152389 Amount: \$62.07 Parcel #: 59-01788-045

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152395 Amount: \$62.07 Parcel #: 59-01788-059

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152401 Amount: \$62.07 Parcel #: 59-01788-056

CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT NOVI MI 48375 Invoice: 152407

Amount: \$62.07 Parcel #: 59-01788-052

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152413 Amount: \$62.07 Parcel #: 59-01788-048

FARRIS, ROBERT & SHERRY

417 HUMPRHEY ST MONROE MI 48161 Invoice: 152790 Amount: \$303.21 Parcel #: 49-01203-000

US BANK NATIONAL ASSOCIATION BHC

MORTGAGE LOAN 2006-2 3476 STATE VIEW BLVD FORT MILL SC 2971-5

Invoice: 153116 Amount: \$151.53 Parcel #: 29-00069-000

NEVILLE, JOSEPH 607 ALMYRA MONROE MI 48161 Invoice: 153286 Amount: \$507.94 Parcel #: 29-00287-000

DADO, IKHLAS/ DADO PROPERTIES, LLC

25445 LEESTOCK

FARMINGTON HILLS MI 46336-1564

Invoice: 151330 Amount: \$243.79 Parcel #: 49-01210-000 CREATIVE LAND DESIGN, INC

41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152391 Amount: \$62.07 Parcel #: 59-01788-046

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152397 Amount: \$62.07 Parcel #: 59-01788-058

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152403 Amount: \$62.07 Parcel #: 59-01788-054

CREATIVE LAND DESIGN, INC.

41050 VINCENTI COURT NOVI MI 48375

NOVI MI 48375 Invoice: 152409 Amount: \$62.07 Parcel #: 59-01788-050

CREATIVE LAND DESIGN, INC 41050 VINCENTI COURT

NOVI MI 48375 Invoice: 152415 Amount: \$62.07 Parcel #: 59-01788-047

LEWIS, BRAD L & OSEMLAK, VI'

5937 STADLER MONROE MI 48162 Invoice: 152989 Amount: \$245.67 Parcel #: 49-00640-000

CITYBANK NA TRST 2780 LAKE VISTA DRIVE LEWISVILLE TX 75067-3884

Invoice: 153284 Amount: \$270.23 Parcel #: 29-00060-012

PIPIS, EDWARD/ BONNEAL, RICI 910 S TELEGRAPH RD

MONROE MI 48161 Invoice: 153312 Amount: \$381.02 Parcel #: 49-01220-000

#### 2009 BLIGHT

LENZ, DAVID & CLARA, KATHLEEN

14279 S TELEGRAPH RD LASALLE MI 48145 Invoice: 151525 Amount: \$154.60

Parcel #: 29-00318-001

CURRENCE, WILLIAM R II 705 KINGFISHER CT HURON OH 44839-1876

Invoice: 151674 Amount: \$343.45 Parcel #: 49-00950-000

BUSSELL, PAUL 3085 FIRST ST LASALLE MI 48145

Invoice: 152032 Amount: \$72.33

Parcel #: 49-00690-000

FIRST HORIZON HOME LOANS

4000 HORIZON IRVING TX 75063

Invoice: 152786 Amount: \$595.82

Parcel #: 49-00083-000

FRIAR, DAVID A 429 ST MARYS AVE MONROE MI 48162 Invoice: 151672

Amount: \$244.70

Parcel #: 29-00066-000

CHEAP, HELEN L 726 CASS ST MONROE MI 48161

Invoice: 151810 Amount: \$249.72

Parcel #: 29-00066-000

SHIPE, MATTHEW D 1259 E FRONT ST MONROE MI 48161

Invoice: 152287 Amount: \$89.16

Parcel #: 49-01460-001

CREATIVE LAND DESIGN,INC

41050 VINCENTI COURT

**NOVI MI 48375** Invoice: 152787

Amount: \$555.75 Parcel #: 59-01788-059 726 CASS ST MONROE MI 48161 Invoice: 151673

CHEAP, HELEN L

Amount: \$344.87 Parcel #: 29-00066-000

BANK OF NEW YORK TRUST CO 3451 HAMMOND AVENUE

WATERLOO IA 50702 Invoice: 151811 Amount: \$226.73 Parcel #: 19-00320-000

BICA, JAMES M II 120 E FRONT ST MONROE MI 48161 Invoice: 152994 Amount: \$309.91

Parcel #: 29-00086-000

Total: \$15,602.32

Pavisad AS OF 4/16/09 - 13,799.91



# CITY COUNCIL AGENDA FACT SHEET

<b>RELATING TO:</b> Resolution spreading the expenses of snow rem	noval on the 2009 Summer tax roll.
DISCUSSION: By Charter, those snow removal expenses that are Tax roll.	e not paid are spread against those parcels on the 2009 Summer
This resolution authorizes the City Assessor to sp	read same.
CITY MANAGER RECOMMENDATION:	☐For ☐For, with revisions or conditions ☐Against ☐No Action Taken/Recommended

APPROVAL DEADLINE: N/A
REASON FOR DEADLINE:
STAFF RECOMMENDATION: Against
Recommending the attached resolution be adopted and the unpaid snow removal invoice charges be placed upon
the Summer 2009 Tax Roll.
REASON AGAINST:
INITIATED BY: City Treasurer' Office
LACON TO THE STATE OF THE STATE
Charles D. Evans, City Clerk/Treasurer
PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES					
COST AND REVENUE PR	OJECTIONS:	Cost of Total Project	\$		
		Cost of This Project Approval	\$		
		Related Annual Operating Cost	\$		
		Increased Revenue Expected/Year	\$		
aarman an mm.					
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount		
SOURCE OF FUNDS:	City	Account Number	Amount \$		
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount \$ \$ \$		
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount \$ \$ \$ \$ \$ \$		
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount \$ \$ \$ \$ \$ \$ \$ \$		
SOURCE OF FUNDS:		Account Number	Amount \$ \$ \$ \$ \$ \$ \$ \$		
SOURCE OF FUNDS:	<u>City</u> <u>Other Funds</u>	Account Number	Amount \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		
SOURCE OF FUNDS:		Account Number	Amount \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		
SOURCE OF FUNDS:		Account Number	Amount \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		

FACT SHEET PREPARED BY: (	. Evans	<b>DATE:</b> April 14, 2009
REVIEWED BY:		DATE:
COUNCIL MEETING DATE:	April 20, 2009	

1	RESOLUTION
2	
3	WHEREAS, certain property owners have failed to pay for the expenses of snow removal by the
4	City Engineer, and,
5	WHEREAS, Section 1020.04 of the Codified Ordinances of the City of Monroe, Michigan
6	requires snow removal from every lot by 8:00 a.m. following a snowfall, or removal by the City and
7	collection of costs, and,
8	WHEREAS, Chapter 1020.04(c) and Section 253 of the Charter of the City of Monroe provides
9	for special assessment of the cost of sidewalk snow removal, plus a ten percent (10%) penalty; and
10	WHEREAS, a public hearing was held on April 20, 2009 for the purpose of hearing objections to
11	the placement of property owners on the special assessment roll; and.
12	WHEREAS, the Mayor and Council have given due consideration to said objections in
13	determining the propriety of said roll.
14	NOW THEREFORE BE IT RESOLVED, that said roll, which is attached hereto, is confirmed
15	in all respects; and
16	BE IT FURTHER RESOLVED, that the City Clerk-Treasurer is hereby directed to provide a
17	certified copy of this resolution and the attached roll to the City Assessor, who shall add the amount of said
18	costs to the next regular tax bill levied against the respective parcels, and
19	BE IT FURTHER RESOLVED, the City Manager shall have the authority to make corrections
20	to the attached roll as he deems necessary and shall report any such corrections to the City Council.
21	
22	Dated: April 14, 2009

#### 2009 ICE AND/OR SNOW REMOVAL

SEARL, NICKOLAS J & KIMBERLY A 130 HOLLYWOOD DR

MONROE MI 48162 Invoice: 149718 Amount: \$93.27

Parcel #: 59-00588-000

SISUNG, PEGGY 9870 CRABB RD TEMPERANCE MI 48182

Invoice: 149721 Amount: \$154.36 Parcel #: 19-00904-000 MONROE APARTMENTS, LLC 300 N FIFTH STE 190 ANN ARBOR MI 48104 Invoice: 149723

Amount: \$196.23 Parcel #: 69-00659-049

FARRIS, SUSAN L 8050 LAMBERT RD ELM GROVE CA 95757

Invoice: 151356 Amount: \$82.82 Parcel #: 39-00536-000

Total: \$526.68



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Brownfield Site No. 21 – Sterling Hotel Phase 2

D	TS	CU	IS	ST	O	N	•

This facility is commonly known as the Sterling Hotel is SITE NO. 21, STERLING HOTEL PHASE 2. Owned by Kenneth and Rebecca Wickenheiser, the hotel is located at 111 West Front Street, Monroe, Michigan, parcel number 29-00248-000. The work plan was approved by the City of Monroe's Brownfield Redevelopment Authority on April 2, 2009. The owner of the facility is not requesting reimbursement for the activities to be undertaken, which are estimated at \$150,000, but rather seeking approval for the brownfield plan in order to apply for an Act 36 Michigan Brownfield tax credit (formerly the Michigan Small Business Tax).

The current building has been determined to be obsolete and will require extensive repairs and upgrades in order to function as planned. Current plans for the site are to rehabilitate all floors of the existing structure which will include limited demolition, rehabilitation, some new construction, landscaping and other site improvements. Until this brownfield plan is approved, the proposed development cannot commence.

The department is recommending that the City Council approve this work plan and the attached resolution (following the April 20<sup>th</sup> public hearing).

CITY MANAGER RECOMMENDATION:	For	
	For, with revisions or conditions	
	☐Against	
	☐No Action Taken/Recommended	

APPROVAL DEADLINE: April 20, 2	2009		
REASON FOR DEADLINE: Timely	commencement	of project	
STAFF RECOMMENDATION:	X For	☐Against	
REASON AGAINST: N/A			
	X-1		

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Department of Planning and Recreation, Port of Monroe, Brownfield Redevelopment Authority, Downtown Development Authority, Downtown community

COST AND REVENUE PRO	OJECTIONS:	Cost of Total Project	\$ 150,000
		Cost of This Project Approval	\$ 150,000
		Related Annual Operating Cost	\$ N/A
		Increased Revenue Expected/Year	\$ N/A*
* The property is a recipient certificate has expired.	of an Obsolete Property	Increased Revenue Expected/Year  Rehabilitation Certificate and therefore will not ge	
	of an Obsolete Property <u>City</u>	•	
certificate has expired.	•	Rehabilitation Certificate and therefore will not ge	nerate revenue until tha
certificate has expired.	•	Rehabilitation Certificate and therefore will not ge	nerate revenue until tha

FACT SHEET PREPARED BY: Matt Wallace, Planner I

**REVIEWED BY:** Jeffrey Green, AICP, Interim Director of Planning and Recreation

**COUNCIL MEETING DATE: April 20, 2009** 

**INITIATED BY:** Property Owner

**DATE:** 4/14/2009

**DATE:** 4/14/2009

1 RESOLUTION 2 3 WHEREAS, the Monroe City Council is authorized by the provisions of Act 381, Public Acts of Michigan, 4 1996, as amended (Act 381) to create a brownfield redevelopment authority, and on January 21, 1997, the City Council adopted a resolution to create such an authority; and 5 6 WHEREAS, on April 2, 2009 the City of Monroe Brownfield Redevelopment Authority adopted a Brownfield 7 Plan for parcel 29-00248-000, also known as Kenneth Wickenheiser-Sterling Hotel Phase 2 (Site No. 21); 8 9 WHEREAS, the City of Monroe Brownfield Redevelopment Authority has submitted this Brownfield Plan for Site No. 21 for review and approval by the Monroe City Council, and the Monroe City Council has 10 11 conducted a public hearing on the matter as required by Act 381. 12 NOW, THEREFORE BE IT RESOLVED THAT the Monroe City Council finds that the Brownfield Plan for 13 Site No. 21 constitutes a public purpose under the following considerations: 14 1. The Brownfield Plan for Site No. 21 meets the requirements of Section 13 of Act 381; 2. The costs of eligible activities for the Brownfield Plan for Site No. 21 are reasonable and necessary 15 to carry out the provisions of Act 381. 16 BE IT FURTHER RESOLVED THAT given the above findings, the Monroe City Council hereby approves 17 the Brownfield Plan for Site No. 21 for implementation by the City of Monroe Brownfield Redevelopment 18 19 Authority. 20 21 22

# PUBLIC HEARING NOTICE CITY OF MONROE BROWNFIELD REDEVELOPMENT AUTHORITY

On Monday, April 20, 2009, at 7:30 P.M., the Monroe City Council shall conduct a PUBLIC HEARING at the Monroe City Hall, 120 E. First Street, Monroe, MI 48161, for the purpose of reviewing a proposed Brownfield Plan for Site No. 21.

Property subject to the proposed Brownfield Plan for Site No. 21 is located at 111-113 W. Front Street, Monroe, MI, 48161, consisting of a mixed-use multistory building and contained within Tax Parcel ID No. 58-55-29-00248-000. A portion of the existing structure presently houses the Sterling Hotel which was rehabilitated during 2006-2007.

The proposed Brownfield Plan is available for public inspection at the City of Monroe Clerk's Office, 120 E. First Street, Monroe, MI 48161 or at the Office of the Port of Monroe, 2929 E. Front Street, Monroe, MI 48161. Further information may be obtained by contacting the Economic Development Director at (734) 241-6480. Written comments received by the City of Monroe Clerk's Office before 12:00 NOON on Monday, April 20, 2009 will also be considered at the Public Hearing.

Pamela D. Stanley Economic Development Director

PUBLISH: Tuesday, April 7, 2009

Tuesday, April 14, 2009

# CITY OF MONROE BROWNFIELD REDEVELOPMENT AUTHORITY

# **BROWNFIELD PLAN**

SITE NO. 21

Kenneth Wickenheiser Sterling Hotel Phase 2

111-113 West Front Street Monroe, Michigan 48161

THIS BRA PLAN FOR SITE NO. 21 WAS APPROVED BY THE BRA BOARD ON APRIL 2, 2009

THIS BRA PLAN FOR SITE NO. 21 WAS APPROVED BY THE MONROE CITY COUNCIL ON

City of Monroe Brownfield Redevelopment Authority
Office of the Port of Monroe
2929 East Front Street
Monroe, Michigan 48161-0585
734-241-6480

# **CITY OF MONROE**

# **CITY COUNCIL**

Mark G. Worrell, Mayor Brian P. Beneteau Robert E. Clark Mary V. Conner Kelvin McGhee Jeremy J. Molenda Edward Paisley

# BROWNFIELD REDEVELOPMENT AUTHORITY BOARD

Thomas A. Krzyston, Chairman Mark Laboe, Vice Chairman Dale H. Brose Donald Lieto Paul J. Livernois Rodney Welliver Mark G. Worrell

# **ADMINISTRATION**

George A. Brown, City Manager
Edward J. Sell, Director of Finance
Sam Guich, City Assessor
Patrick Lewis, Director of Engineering & Public Services
Jeffrey Green, Interim Director of Planning & Recreation
Thomas P. Russow, General Counsel for BRA Board
Pamela D. Stanley, Economic Development Director



Prepared with Assistance of: James Tischler, AICP, PCP 302 Baptiste Avenue Monroe, Michigan 48162

## PROJECT SUMMARY

**Project Name:** 

Sterling Hotel - Phase 2 Project

**Project Location:** 

111-113 West Front Street

Monroe, Michigan

**Property Eligibility:** 

Functionally Obsolete

**Eligible Activities:** 

Lead Paint Removal

Reimbursable Costs:

\$0.00

**Total Tax Capture:** 

\$0.00

Years to Complete

Payback:

Not Applicable

**Annual Tax Revenue** 

**Before Project:** 

Not Applicable

**Annual Tax Revenue** 

After Project (Year 1):

Not Applicable

**Revolving Fund Capture:** 

Not Applicable

## **Project Overview:**

The Developer plans to renovate the interior of the existing on-site building structure for lower-story commercial and upper-story residential use, as well as rehabilitate the front and rear facade. This Plan has been prepared to document the above eligible activities as required by Public Act 381, and enable the Developer to apply for an Act 36 Michigan Brownfield tax credit. Because the proposed project is also subject to a pending Act 146 Obsolete Property Rehabilitation Certificate, no tax increment revenue shall be forthcoming to finance the eligible activities. Therefore, this Plan does not provide for any tax increment capture.

# BROWNFIELD REDEVELOPMENT PLAN 111-113 W. Front Street Monroe, Michigan 48161

# CITY OF MONROE BROWNFIELD REDEVELOPMENT AUTHORITY

### 1.0 INTRODUCTION

The City of Monroe established a Brownfield Redevelopment Authority (Authority) by adoption of a resolution pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, as amended (Act 381) on January 21, 1997. The Michigan Department of State, Office of the Great Seal, acknowledged receipt and filing of the resolution on February 10, 1997. The primary purpose of Act 381 is to encourage the redevelopment of blighted, contaminated and functionally obsolete property by providing economic incentives through Business Tax credits and Tax Increment Financing for certain eligible activities. Tax increment revenues may be captured to pay for all activities allowed by law. The Authority is authorized by Act 381 to undertake all activities allowed by law.

# 2.0 GENERAL DEFINITIONS AS USED IN THIS PLAN

All terms used in this Brownfield Plan are defined as provided in the following statutes, as appropriate:

The Brownfield Redevelopment Financing Act, 1996 Mich. Pub. Acts. 381, M.C.L. § 125.2651 et seq., as amended.

Section 14 of the Michigan Business Tax Act, 2007 Mich. Pub. Acts. 36, M.C.L. § 208.1400 et seq.

The Natural Resources and Environmental Protection Act, 1994 Mich. Pub. Acts 451, M.C.L. § 324.20101 et seq., as amended.

## 3.0 STATUTORY ELEMENTS OF THE BROWNFIELD PLAN

Brownfield plans developed by the Authority are submitted to the Monroe City Council for approval. A brownfield plan may apply to one or more parcels of eligible property. The capture of tax increment revenues under a brownfield plan shall be determined individually for each parcel of eligible property. Section 13 of Act 381 requires that the plan contain the following information about the eligible property to the extent applicable.

(a) A description of costs intended to be paid for with tax increment revenues, including a brief summary of the eligible activities that are proposed for each eligible property.

- (b) An estimate of the captured taxable value and tax increment revenues for each year of the plan from each parcel of eligible property and in aggregate.
- (c) The method by which the costs of the plan will be financed, including a description of any advances made or anticipated to be made for the costs of the plan from the municipality.
- (d) The maximum amount of note or bonded indebtedness to be incurred, if any.
- (e) The duration of the plan, which shall not exceed the lesser of the period required to pay for the eligible activities from tax increment revenues plus the period of capture authorized for the local site remediation revolving fund or 30 years.
- (f) An estimate of the impact of tax increment financing on the revenues of all taxing jurisdictions in which the property is located.
- (g) A legal description of each parcel of eligible property to which the plan applies, a map showing the locations and dimensions of each eligible property, and a statement of whether personal property is included as part of the eligible property.
- (h) An estimate of the number of persons residing on each eligible property to which the plan applies and the number of families and individuals to be displaced, if any.
- (i) A plan for establishing priority for the relocation of persons displaced by implementation of the plan, if applicable.
- (j) Provisions for the costs of relocating persons displaced by implementation of the plan, and financial assistance and other reimbursement of expenses, if any.
- (k) A strategy for compliance with the Michigan Relocation Assistance Act, if applicable.
- (I) A description of proposed use of the site remediation revolving fund.
- (m) Other material that the authority or governing body considers pertinent.

## 4.0 STATE APPROVAL FOR CAPTURE OF SCHOOL TAX LEVIES

If the brownfield plan provides for the capture of taxes levied for school operating purposes from eligible property in order to fund eligible activities, a work plan or remedial action plan may require approval from the Michigan Department of Environmental Quality (MDEQ) and/or Michigan Economic Growth Authority (MEGA) in accordance with Act 381.

### 5.0 GOVERNING BODY APPROVAL OF THE BROWNFIELD PLAN

## 5.1 Notice Requirements

At least 10 days prior to approving a brownfield plan, the Monroe City Council must give notice and a reasonable opportunity to the taxing jurisdictions levying taxes subject to capture to express their views and recommendations regarding the plan. Notice must be provided to the MDEQ or MEGA if school taxes are proposed for capture.

## **5.2 Considerations for Approval**

The City Council may approve or reject the plan, or approve it with modification based upon the following considerations:

- 1. Whether the plan contains the necessary information and meets the requirements of Act 381
- 2. Whether the proposed method of financing the costs of eligible activities is feasible and the Authority has the ability to arrange the financing.
- 3. Whether the costs of eligible activities proposed are reasonable and necessary to carry out the purposes of Act 381.
- 4. Whether the amount of captured taxable value estimated to result from adoption of the plan is reasonable.

#### 6.0 PROJECT DESCRIPTION & BROWNFIELD REDEVELOPENT PLAN

6.1 Description of the project and costs intended to be paid for with tax increment revenues, including a brief summary of the eligible activities that are proposed for each eligible property.

## Eligible Property and Project Description

Act 381 defines "Eligible Property" as "property for which eligible activities are defined under a brownfield plan that was used or is currently used for commercial, industrial or residential purposes that is either in a qualified local unit of government and is a facility, functionally obsolete, or blighted or is not in a qualified local unit of government and is a facility, and includes parcels that are adjacent or contiguous to that property if the development of the adjacent and contiguous parcels is estimated to increase the captured taxable value of that property. Eligible property includes, to the extent included in the brownfield plan, personal property located on the property."

The eligible property subject to this plan is located at 111-113 West Front Street, Tax Parcel ID #58-55-29-00248-000, within the corporate limits of the City of Monroe. Detailed property information may be found in Section 6.7 of this Plan.

The project Developer, Kenneth Wickenheiser, intends to rehabilitate all floors of the existing structure located on the property. The project shall be comprised of limited demolition, rehabilitation, limited new construction, landscaping and other site improvements. The estimated value of new real property investment is \$150,000 over a 9-month construction period, to be completed by December 31, 2009.

#### Evidence of Eligible Property as "Functionally Obsolete"

Section 2 of Act 381 (MCL 125.2652) provides the definition of a functionally obsolete property as "unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or superadequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property".

A portion of the structure at 113 West Front Street is proposed for designation as *functionally obsolete*, and Section 13 of Act 381 (MCL 125.2663) requires an affidavit supporting designation of functional obsolescence be executed by a State of Michigan certified Level 3 or 4 assessor. A study of the property's qualifying factors and a signed affidavit certifying its findings are found in the Appendix. Therefore the subject parcel meets the definition of "eligible property".

Summary of Eligible Activities & Description of Costs to be Paid with Tax Increment Revenues
Eligible activities which shall be conducted as part of this Plan include (1) removal of lead-based
paint and other materials from wall, window, and doorframe surfaces, and (2) limited demolition
necessary to proceed with rehabilitation and new construction. A summary and the estimated
costs of the eligible activities to be paid under this Plan are presented in the table below:

ITEM	ESTIMATED COST
Lead Paint/Debris Removal	\$4,800.00
Limited Demolition	\$2,100.00
Eligible Activity Subtotal	\$6,900.00
Financing Costs	-0-
BRA Administrative Expenses	-0-
Local Remediation Fund Deposit	-0-
TOTAL COSTS	\$6,900.00
COSTS TO BE PAID VIA THIS PLAN	-0-

While the estimated cost of eligible activities is presented in the above table, this Plan <u>shall not</u> capture tax increment revenues nor pay for any cost eligible under Act 381. The reason for such is found in the project's pending application to the City of Monroe for an Obsolete Property Rehabilitation Certificate pursuant to Act 146 of 2000, as amended. If the pending application is approved, the value of all real property improvements proposed will be exempted from property tax, and as such no increase is projected to be available for capture.

6.2 An estimate of the captured taxable value and tax increment revenues for each year of the plan from each parcel of eligible property and in aggregate.

The project is not projected to generate any captured taxable value or tax increment revenue. Therefore no estimate is presented.

6.3 The method by which the costs of the plan will be financed, including a description of any advances made or anticipated to be made for the costs of the plan from the municipality.

The project shall not finance any eligible activities. Therefore no method is presented.

6.4 The maximum amount of note or bonded indebtedness to be incurred, if any.

Neither the City of Monroe nor the Authority shall issue any note or incur any bonded debt for the proposed project. The Developer may incur debt for eligible activities in this project.

6.5 The duration of the plan, which shall not exceed the lesser of the period required to pay for the eligible activities from tax increment revenues plus the period of capture authorized for the local site remediation revolving fund or 30 years.

The duration of the plan shall be approximately 2 (two) years, commencing upon approval by the Monroe City Council and ending on December 31, 2010.

6.6 An estimate of the impact of tax increment financing on the revenues of all taxing jurisdictions in which the property is located.

The project is not projected to generate any captured taxable value or tax increment revenue. Therefore no estimate is presented.

6.7 A legal description of each parcel of eligible property to which the plan applies, a map showing the locations and dimensions of each eligible property, and a statement of whether personal property is included as part of the eligible property.

<u>Legal Description and Tax Parcel IDs:</u> Land situated in the City of Monroe, Monroe County, Michigan and described as follows:

111-113 West Front Street
OLD VILLAGE PLAT WEST OF MONROE ST W 22 FT OF E 116 FT OF LOT 41
Tax ID 58-55-29-00248-000

Zoning:

CBD Central Business District.

Map:

See the Appendix.

Personal Property:

Personal property shall <u>not</u> be included.

6.8 An estimate of the number of persons residing on each eligible property to which the plan applies and the number of families and individuals to be displaced, if any.

Not applicable because at the time of implementation of this Plan, no person shall reside on the eligible property.

6.9 A plan for establishing priority for the relocation of persons displaced by implementation of the plan, if applicable.

Not applicable.

6.10 Provision for the costs of relocating persons displaced by implementation of the plan, and financial assistance and other reimbursement of expenses, if any.

Not applicable.

6.11 A strategy for compliance with the Michigan Relocation Assistance Act, if applicable.

Not applicable.

6.12 A description of proposed use of the site remediation revolving fund.

Not applicable as this Plan shall not generate any tax increment revenue for deposit into the Brownfield Authority's site remediation revolving funds.

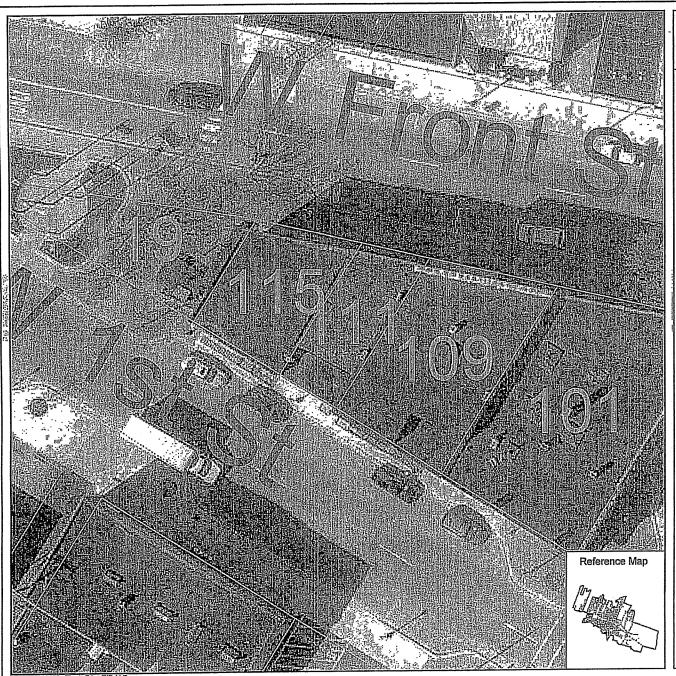
6.13 Other material that the authority or governing body considers pertinent.

Not applicable.

# 7.0 APPENDICIES

## APPENDIX - ELIGIBLE PROPERTY INFORMATION

- 1. ELIGIBLE PROPERTY BOUNDARY MAP
- 2. ELIGIBLE PROPERTY PARCEL DATA
- 3. FUNCTIONAL OBSOLESCENCE INFORMATION





# City of Monroe CivicSight Map

MAP LEGEND:

,s' EDGE OF PAVEMENT

CITY LIMITS

PARCELS

MONROE\_20 ORTHO (Image)

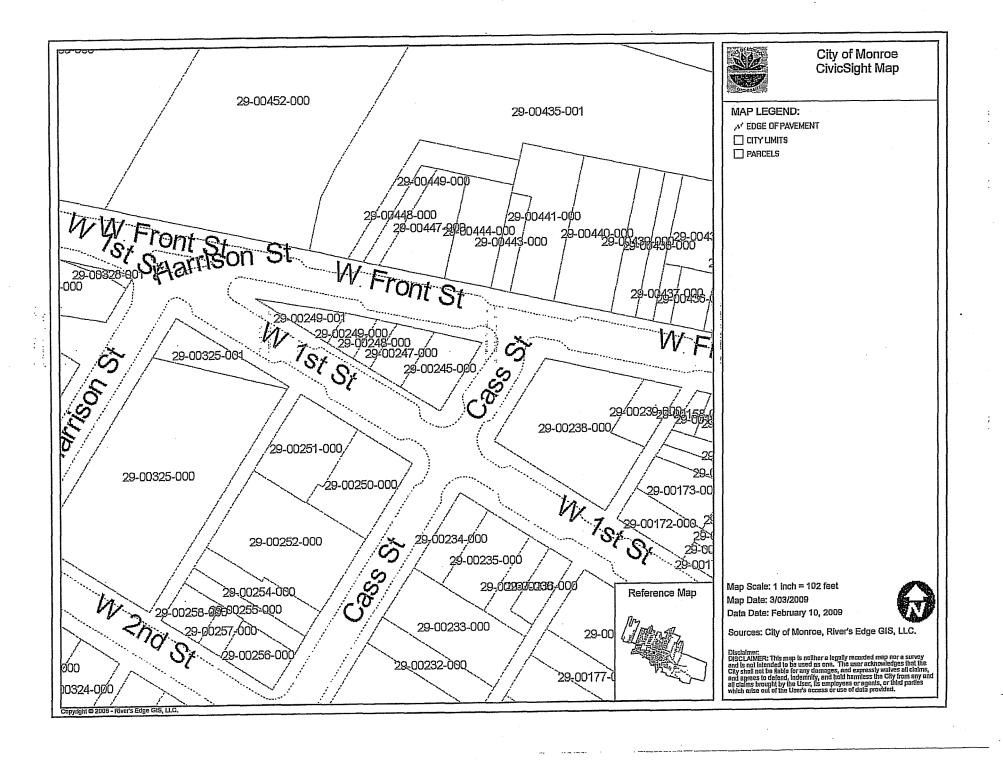
Map Scale: 1 inch = 30 feet

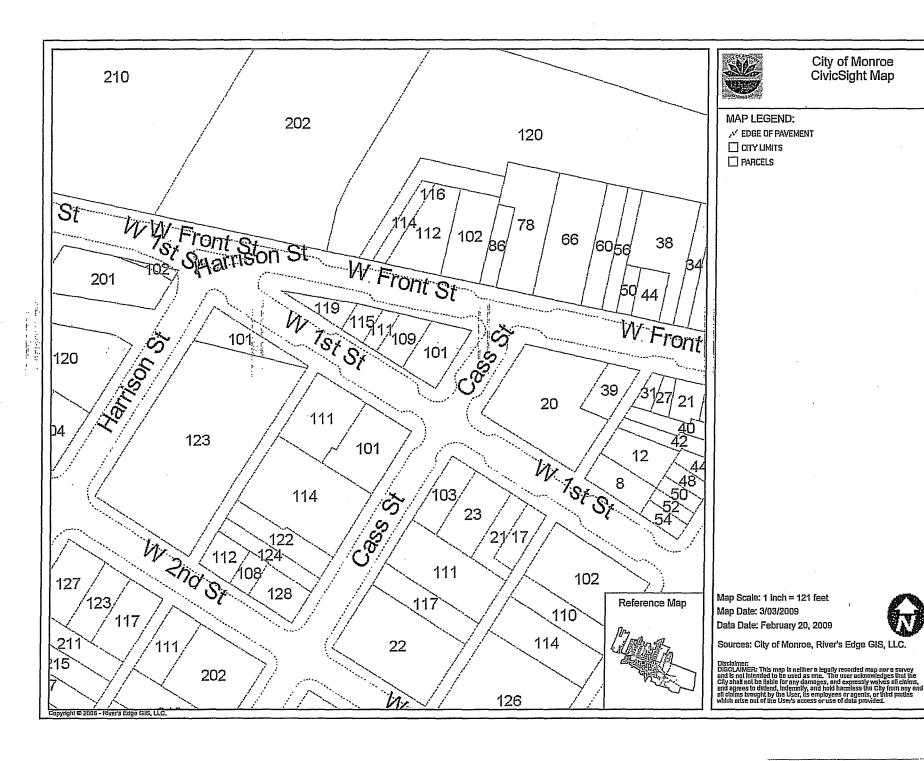
Map Date: 3/03/2009

Data Date: February 20, 2009

Sources: City of Monroe, River's Edge GIS, LLC.

Disclaimer:
DISCLAIMER: This map is notiter a legally recorded map nor a survey and is not intended to be used as one. The user acknowledges that the City shall not be table for any damages, and expressly walkes all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by the User, its employees or agents, or third pariles which arise and thick services or the provided.





#### **General Property Information**

Parcel: 29-00248-000

[Back to Non-Printer Friendly Version] [Send To Printer]

If you are accessing this page without having logged in with a username and password, did you know there was <u>more information available?</u>

Property Address				collapse]
111 W FRONT ST MONROE, MI 48161				
Owner Information				[collapse]
N/A		Unit:	55	
Taxpayer Information				[collapse]
N/A N/A N/A				, and the state of
General Information for Ta	ax Year 2008		,	[collapse]
Property Class: School District: State Equalized Value: User Number Indx:	201 I 01 - 01 MONROE PUBLIC SCHOOLS N/A	Assessed Value: Taxable Value: Map # Date of Last Name Chg:	\$4,010 \$4,010 N/A 10/13/2006	
Date Filed: Principal Residence Exemption (2008 May 1): Principal Residence Exemption (2008 Final):	0.0000 %			
Previous Year Info	MBOR Assessed	Final S.E.V.	Final Ta	xable
2007 2006	\$14,140 \$17,710	\$14,140 \$17,710		14,140 16,120
Land Information				[collapse
Acreage: Zoning Code: Land Value:	N/A N/A N/A	Frontage: Depth: Mortgage Code:	N/A N/A N/A	

Acreage:	N/A	Frontage:	N/A
Zoning Code:	N/A	Depth:	N/A
Land Value:	N/A	Mortgage Code:	N/A
Land Improvements:	\$0	Lot Dimensions/Comments:	N/A
Renaissance Zone:	N/A	•	·

Legal Information	[collapse]
OLD VILLAGE PLAT WEST OF MONROE ST W 22 FT OF E 116 FT OF LOT 41	

#### AFFIDAVIT OF SAM GUICH

State of Michigan	}
	} ss
County of Monroe	}

NOW COMES Sam Guich, affiant, and first being duly sworn, deposes and states as follows that:

- 1. I am the assessor for the City of Monroe, Michigan duly certified at Level 4 under the authority of the Michigan State Assessors Board, certificate number R-2422, expiration date December 31, 2009.
- 2. The subject parcel of this Affidavit is real property identified on the City of Monroe assessment roll as parcel numbers 58-55-29-00247-000, 58-55-29-00248-000, OF-00003-007, and OS-00003-007, and commonly known as 109 and 111 West Front Street, Monroe, Michigan.
- 3. The subject property owner has applied for financing under the Michigan Brownfield Redevelopment Financing Act as an owner of functionally obsolete eligible property.
- 4. The subject property owner has applied for and received Obsolete Property Rehabilitation Exemption Certificate No. 3-07-0003 under the Michigan Obsolete Property Rehabilitation Act.
- 5. The subject property owner rehabilitated most of the subject property during 2006 and 2007, and thereby eliminated functional obsolescence as defined in Paragraph No. 7 below, with the exception of the westerly second and third floors consisting of 2,024 square feet.
- 6. MCL (Michigan Compiled Laws) 125.2663(1)(h) provides for me in pertinent part to state in my expert opinion that the property is functionally obsolete and the underlying basis for that opinion.
- 7. MCL (Michigan Compiled Laws) 125.2652(r) defines functionally obsolete as meaning that the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or superadequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property.
- 8. The subject structure, built in 1873 and consisting of 8,818 square feet first, second, and third floor hotel space and 2,024 square feet second and third floor storage space, is located in the City of Monroe central business

district. The subject neighborhood may be considered to be entering its revitalization stage based on significant renovations and rehabilitations costing from tens of thousands to hundreds of thousands of dollars on a number of structures.

9. From an appraisal standpoint, the 2,024 square feet second and third floor storage space areas of the approximately 135 year old subject structure suffer a substantial loss in value due to a combination of physical deterioration (including deferred maintenance), functional obsolescence, and locational obsolescence. Relative to MCL 125.2652(r), deficient floor plans, plumbing, wiring, and HVAC cause the subject structure 2,024 square feet second and third floor storage space areas to be functionally obsolete.

FURTHER AFFIANT SAYETH NOT.

Date: March 6, 2009

Signed:

Sam Guich, Assessor City of Monroe

On this day of March, 2009, before me, a Notary Public, personally appeared Sam Guich, known to be the person whose name is subscribed, and he acknowledges that the contents herein are true of his own knowledge and belief except as to those matters stated to be upon information and belief, which matters he believes to be true.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public

Monroe County, Michigan, acting in

Monroe County, Michigan

My commission expires: 12/29/11

NOTARY PUBLIC - STATE OF MICHIGAN

COUNTY OF MONROE

My Commission Expires December 29, 2011

Acting in the County of Monroe



#### JAMES S. JACOBS ARCHITECTS, PLLC

· WARDINGTON STOLET - MONROE ME BIGAR (PIE) - PER SHIP

January 29, 2009

Mr. Ken Wickenheiser 109 West Front Street Monroe, Michigan 48161

Re: Architects Assessment of Functional Obsolescence for the "Detroit Free Press Building" located at 113 West Front Street, Monroe, Michigan 48161

Dear Ken.

On January 2, 2009 I conducted an on-site inspection of the above referenced mixed-use multi-story building, which, since about 1850, has been commonly known as 113 West Front Street.

The building (which is about 159 years old) is, in our opinion, functionally obsolete and unable to be used to adequately perform the functions for which it was intended. The determination of functional obsolescence is based on the following observations.

#### 1. Building Envelope

- a. No insulation is provided in the exterior walls or roof system other than the thermal mass of the building materials which is well below current energy standards.
- b. Exterior windows (which comprise a large percentage of the north and south building facades) are largely energy in-efficient single pare glass. Those replaced as part of some emergency repair are appropriate and weather light from the exterior but have not been completely insulated, trimined, and finished on the interior.
- c. The north and south exterior façades are in need of renovation to repair deteriorated mason y, open cracks, and restore weather tight envelope integrity. Some work has been completed to preserve the structure while work was in progress at the adjacent building to the
- d. The two-story roof over the store stock room has had many leaks over the years and has recently been replaced to prevent further damage but has subsequently caused much damage to the ceiling and walls as well as unknown structural damage to the spaces contained within.

e. There is no fire escape from the second floor, the third floor escape is a danger and should be condemned for use until repaired, and a safe means of egress provided. As a side note this is currently the only access to the third floor, as the interior access stair no longer exists.

#### 2. Interior

- a. All floor surfaces need replacement where they exist. Many of the floors are uneven and in a state of disrepair.
- b. Ceilings need repair/replacement throughout the building.
- c. Stairs to the second and third floors are non-existent and lack adequate guards or have been removed in their entirety preventing use and occupancy of part of the building.
- d. Adequate separation of the upper level occupancies from the retail use on the main street level is not provided to meet current minimum code standards.
- e. No usable plumbing exists in the building.

#### 3. Electrical Systems:

- a. While the main level appears to have adequate power supply the lighting is outdated and ir efficient using outdated fluorescent light technology.
- b. The second floor does not have adequate power outlet distribution and no lighting exists.
- c. The third floor does not presently have operable power.

#### 4. Mechanical Systems:

- a. The second and third floor mechanical systems are non-existent.
- b. The first floor system is a combination of new and dated equipment. Much of the system has reached the end of its useful life expectancy and is in need of replacement.

While there are many deficiencies and code inadequacies, the general building structure is rehabable and a vital asset to the landscape and architectural fabric of the city of Monroe.

Sincerely, JAMES S. JACOBS ARCHITECTS, PLLC

James S. Jacobs, A.I.A.

ce: James Tischlet



### CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Application for Neighborhood Stabilization Program (NSP) Funds

#### **DISCUSSION:**

On July 30, 2008 the Housing and Economic Recovery Act of 2008 was signed into law, appropriating \$4 billion for the purpose of redeveloping abandoned and foreclosed homes and residential properties. The Neighborhood Stabilization Program (NSP) is the portion of the Housing and Economic Recovery Act which will allow state and local governments to acquire and redevelop foreclosed properties that might otherwise become abandoned and blighted within the community. NSP funds may be used for 1) establishing financial mechanisms for purchase and redevelopment of foreclosed homes and residential properties, 2) purchase and rehabilitation of homes and properties that have been abandoned and/or foreclosed, 3) demolishing blighted structures, 4) redeveloping demolished or vacant properties and/or 5) establishing land banks for foreclosed homes.

Funds have been appropriated to the State of Michigan, which will then distribute monies among communities not receiving direct grants from HUD. The City of Monroe, Monroe County and local nonprofits are all eligible for funding from the State of Michigan. For this reason, City staff formed a steering committee with representatives of the City, adjacent townships, the County, Habitat for Humanity of Monroe County and Monroe County Opportunity Program (MCOP) to prepare a joint application.

Committee members will assist MCOP in drafting the NSP application due April 23, 2009. The application is requesting \$750,000 to carry out NSP activities. It is expected that these funds will be used to demolish five to six abandoned structures that are beyond rehabilitation, as well as purchasing and rehabilitating approximately eight homes. Homes selected for acquisition and rehabilitation must be foreclosed or abandoned properties, as defined by HUD. After rehabilitation, these homes must be resold as owner occupied properties to buyers with incomes of not more than 120% of the area median income, which is based on household size (e.g. a family of four would have an income limit of \$84,350).

The target area for the City of Monroe will be based on census boundaries. South of the river, this area will be contained in Census Tract 8319, Block Group 1 and Census Tract 8318. This can be roughly described as the Orchard East neighborhood as well as an area bounded on the west by Wadsworth and on the south by Fourth Street. North of the river, the target area will be in Census Tract 8317. This area can be described as the portion of the City east of Riverview Avenue.

IT IS RECOMMENDED that City Council authorize application to the NSP program; approve the attached resolution; and authorize the Mayor and/or his designee to sign all necessary documents related to the application.

CITY MANAGER RECOMMENDATION:	For
	For, with revisions or conditions
	Against
	☐No Action Taken/Recommended

APPROVAL DEADLINE: April 20, 2	2009				
REASON FOR DEADLINE: Deadline for program application					
STAFF RECOMMENDATION:	X For	☐Against			
REASON AGAINST: N/A					
INITIATED BY: Department of Plann	ing and Recreation	on			

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Dept. of Planning and Engineering, Residents, Potential homeowners, MCOP, Monroe County

FINANCES			
COST AND REVENUE PRO	JECTIONS:	Cost of Total Project	\$ 750,000
		Cost of This Project Approval	\$ 750,000
		Related Annual Operating Cost	\$ N/A
		Increased Revenue Expected/Year	\$ N/A
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount \$ N/A
	Other Funds	Neighborhood Stabilization Program	\$ 750,000
Budget Approval:			

FACT SHEET PREPARED BY: Matt Wallace, City Planner

**REVIEWED BY:** Jeffrey Green, AICP, Director of Planning and Recreation

**COUNCIL MEETING DATE: April 20, 2009** 

**DATE:** April 14, 2009

**DATE:** April 14, 2009





## City of Monroe CivicSight Map

MAP LEGEND:

CITY LIMITS

PARCELS

Map Scale: 1 inch = 2168 feet

Map Date: 4/15/2009

Data Date: March 13, 2009

Sources: City of Monroe, River's Edge GIS, LLC.

Disclaimer:
DISCLAIMER: This map is neither a legally recorded mep nor a survey and is not intended to be used as one. The user acknowledges that the City shell not be liable for any damages, and expressly walves all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided.

#### RESOLUTION IN SUPPORT OF APPLICATION FOR NEIGHBOHOOD STABILIZATION PROGRAM FUNDS FROM MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

WHEREAS, the Monroe City Council is interested in the continuing efforts to upgrade and stabilize housing conditions for its residents;

WHEREAS, the Monroe City Council supports the creation of and participates as part of a local Steering Committee to address Neighborhood Stabilization Program Funds and its appropriate uses;

WHEREAS, the Monroe City Council accepts the recommendation of the Steering Committee to submit a collective grant application for up to \$750,000 of NSP Funds;

WHEREAS, the Monroe City Council supports the collective application to be submitted by Monroe County Opportunity Program (MCOP) on behalf of Steering Committee members including the City of Monroe, County Planning Department, Frenchtown Township, Habitat for Humanity, and MCOP;

WHEREAS, the Monroe City Council accepts the intent of the NSP application to be rehabilitation of abandoned and foreclosed properties and demolition of abandoned and vacant properties in priority areas;

WHEREAS, the Monroe City Council supports MCOP as the fiduciary of NSP funds;

THEREFORE, BE IT RESOLVED, that the Monroe City Council supports the preparation and submission of the Neighborhood Stabilization Program grant application to the Michigan State Housing Development Authority.



## CITY COUNCIL AGENDA FACT SHEET

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#### **DISCUSSION:**

The City of Monroe Department of Planning and Recreation has investigated the Rental Rehab Program administered by the Michigan State Housing Development Authority (MSHDA). This program assists landlords in rehabilitating rental properties by paying up to 75% of rehabilitation costs up to a maximum of \$15,000 per unit. The department is proposing that the City of Monroe apply for Rental Rehab funds – in the amount of approximately \$150,000 - to start a rental rehab program downtown. If the City receives the requested funds, the cost of administering the program would be defrayed by a reimbursement of up to ten percent of each project's cost (i.e. \$1,500 per unit).

Participants in the program are required to rent to tenants who have an income that is 60% or less of the area median income (e.g. for a family of four, the income limit is \$42,180). In addition to this requirement, participants must establish rents that are less than or equal to the limits established by HUD and MSHDA annually (current rent for a two bedroom home is \$777 per month) and these rents cannot be raised for the first year after rehab has taken place. The requirements to rent to low income tenants and limit the rent of the rehabbed units are in effect for five years after rehab takes place. If these requirements are not met, the participating landlord must pay back the state funded portion of the project. After five years, the full loan is forgiven. Further requirements for the program are the continued maintenance of the rehabilitated units to both city and state standards with periodic inspections to ensure compliance.

MSHDA requires the program be targeted to a specific neighborhood that will see a noticeable and appreciable effect from the funds expended, as well as property owners interested in participating in the program. Staff is recommending the Central Business District (see attached map of proposed target area) as the area to best meet these goals as there is a significant rental population and an expressed interest from landlords willing to participate in the program.

It is recommended that the City Council authorize staff to apply for HOME Rental Rehab Program funding in the amount of approximately \$150,000; approve the attached resolution (following the April 20, 2009 public hearing); and authorize the Mayor and/or his designee to sign all necessary documents relating to the application.

CITY MANAGER RECOMMENDATION:	For	
	For, with revisions or conditions	
	☐Against	
	☐No Action Taken/Recommended	

APPROVAL DEADLINE: April 20, 2009	
REASON FOR DEADLINE: State imposed deadline for program application	

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

**INITIATED BY:** Department of Planning and Recreation

<u>PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:</u> Dept. of Planning and Engineering, Landlords, Renters, Downtown Development Authority

FINANCES			
COST AND REVENUE PRO	JECTIONS:	Cost of Total Project	\$ 150,000
		Cost of This Project Approval	\$ N/A
		Related Annual Operating Cost	\$ N/A
		Increased Revenue Expected/Year	\$ N/A
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount \$ N/A
	Other Funds	HOME Rental Rehab Program	\$ 150,000
Budget Approval:			

FACT SHEET PREPARED BY: Matt Wallace, City Planner

**REVIEWED BY:** Jeffrey Green, AICP, Director of Planning and Recreation

**COUNCIL MEETING DATE: April 20, 2009** 

**DATE:** April 15, 2009

**DATE:** April 15, 2009

#### PUBLIC HEARING NOTICE CITY OF MONROE

ON MONDAY, April 20, 2009, 7:30 PM, the City of Monroe will conduct a PUBLIC HEARING at Monroe City Hall, 120 East First Street, at the City Council meeting in council chambers for the purpose of reviewing and hearing comments on the following:

#### **Downtown Rental Rehabilitation Program**

The City of Monroe is applying for a grant from the Michigan State Housing Development Authority in the amount of approximately \$150,000 for the purpose of rehabilitating rental units in the downtown area to be occupied by low income residents.

The Department of Planning and Recreation requests from the community input into the proposed use of the funds. Further information can be obtained by contacting the Department of Planning and Recreation at (734) 384-9185. Written comments received before 12:00 noon on Monday, April 20, 2009 will also be considered and should be forwarded to the address above.

April 5, 2009

#### RESOLUTION IN SUPPORT OF APPLICATION FOR HOME RENTAL REHABILITATION PROGRAM FUNDS FROM MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

WHEREAS, the City of Monroe, Michigan is committed to rental revitalization in the City of Monroe; and

WHEREAS, funding in the amount of \$150,000, all of which will benefit low-moderate income renters, is being sought from the Michigan State Housing Development Authority to undertake a rental rehabilitation program in the City; and

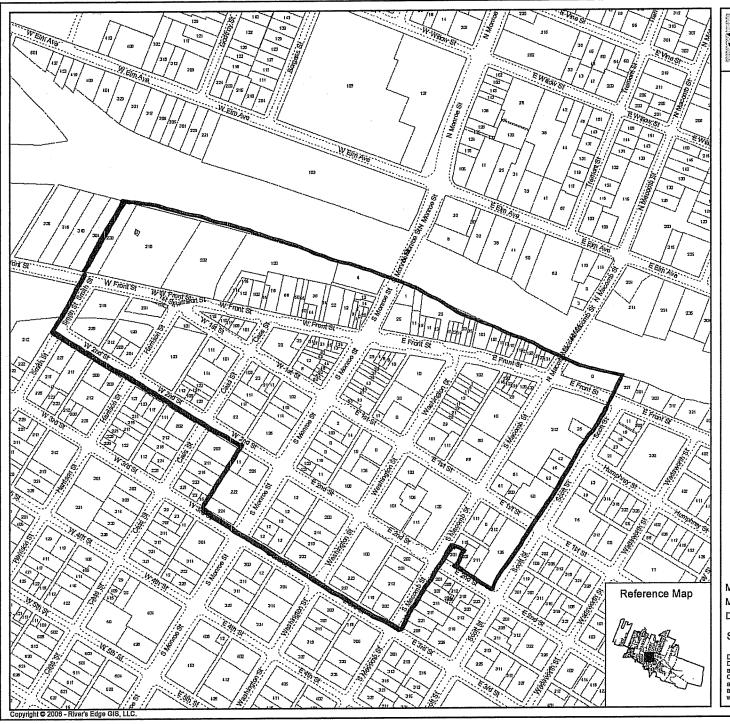
WHEREAS, no costs associated with this project from any source, whether funded locally or federally, shall be spent prior to an environmental review and formal, written authorization to incur costs from the Michigan State Housing Development Authority; and

WHEREAS, the City of Monroe is partnering with the Michigan State Housing Development Authority to help rehabilitate rental housing in the city's downtown; and

WHEREAS, the funds, if received, will allow the City to rehabilitate at least ten low-moderate income rental units in the City of Monroe and make a significant improvement in the city's downtown; and

NOW, THEREFORE, BE IT RESOLVED the Mayor and City Council of the City of Monroe hereby support the application for HOME Rental Rehabilitation funds on April 3<sup>rd</sup> to finance this program; and we,

IN WITNESS HEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 20<sup>th</sup> day of April 2009.





## City of Monroe CivicSight Map

MAP LEGEND:

CITY LIMITS

PARCELS

Map Scale: 1 inch = 426 feet

Map Date: 4/03/2009

Data Date: March 11, 2009



Sources: City of Monroe, River's Edge GIS, LLC.

Disclaimer:
DISCLAIMER: This map is neither a legally recorded map nor a survey
and is not intended to be used as one. The user acknowledges that the
City shall not be liable for any damages, and expressly walves all claims,
and agrees to defend, indemnify, and hold harmless the City from any and
all claims brought by the User, its employees or agents, or third parties
which arise out of the User's access or use of data provided.

# HOME RENTAL REHAB (HRR) PROGRAM GUIDELINES Grant Allocated to the City of Monroe

#### A. EQUAL OPPORTUNITY

- 1. Prior to participation in the HOME Rental Rehab the City of Monroe vigorously supported efforts to meet the housing needs of low and moderate-income households. This community has established a proven track record in the area of Fair Housing Practices
- 2. Local lending institutions in Monroe County have adopted and applied Fair Housing standards to their lending practices in the community, and strive to encourage low and moderate income households, as well as minority and female headed households, in their home ownership efforts.
- 3. The City of Monroe continues to strive for the recruitment and involvement of female and minority owned businesses in the HRR Program.
- 4. The City of Monroe strives to prevent discrimination in all areas, including hiring and housing practices. To this end, policies have been established and instituted regarding all of the application and supportive processes, and are in place at this time.

#### **B. APPLICANT DISCRIMINATION COMPLAINT PROCEDURE**

- Applicant Discrimination Complaint Procedure: under the RRP Program, every effort will be made to resolve the problem quickly, and at its lowest level. Applicants who have been denied services for poor credit, too much debt, availability etc will be given complaint procedure information.
- 2. A complaint procedure will be provided in writing to all participating tenants and owners. The program administrator will respond within 15 business days and the executive Director will be notified of any and all complaints not resolved by the program administrator.
- 3. A meeting between the disputing parties and the review committee will be held if the matter is not resolved, and every effort made to resolve the matter.
- 4. The review committee will consist of at least three persons, including a community representative and a person with building/construction experience. The review committee must respond with in 15 business days.
- 5. Matters still not resolved would then be referred to the closest Community Dispute Resolution Center for mediation and resolution.

All complaints of discrimination will be considered serious matters, and will be thoroughly investigated and resolved.

All other complaints will be handled in accordance with pre-established Complaint Procedure policies.

#### C. APPLICANT CRITERIA

1. This project is designed to serve the specific needs of properties within the designated target area in the City of Monroe. The target area can specifically be described as the portion of the City of Monroe Downtown Development Authority which is zoned as Central Business District. This area is bordered by the River Raisin to the north, Scott Street to the east, Second and Third Streets to the south (see Target Area map) and Smith Street to the west. The rental units within these boundaries must be occupied by tenants who are at or below 60% of Area Median Income. If the landlord plans to rehabilitate a vacant property, future tenants must meet the same income requirement. To accomplish this goal, current HUD income guidelines will be applied to determine eligibility and priority for assistance with housing needs. Equal access will be provided to all low and very low-income residents in Monroe County.

Eligible tenant participants for the HRR Program will be required to provide evidence that the following qualifying conditions have been met or satisfied:

- A. Eligible tenant participants must agree to verify their income on a yearly basis.
- B. Evidence will be provided that all property taxes on the Rental Complex or SF Home to be rehabilitated are paid current.
- C. The landlord will provide a copy of a valid Landlord's Insurance Policy at time of application.
- D. The landlord must provide proof of monthly indebtedness; credit card statements, car loan, personal loans, utility bills, etc.
- E. The landlord must agree to a Five-Year Compliance Period.

## D. PARTICIPATION OF MINORITY AND FEMALE CONTRACTORS STATEMENT

The City of Monroe is and Equal Opportunity Employer and has established a Personnel Policies and Procedures Manual which will be adhered to.

The City of Monroe contracts with private contractors, and uses the Department of Treasury's list of Minority/Women owned businesses to ensure affirmative marketing to allow opportunities for these disadvantaged businesses.

The City of Monroe will solicit minority and female-headed firms through nondiscrimination agreements and work contracts specifically prohibit discrimination on the basis of race or gender.

The City of Monroe will select the contractor with the lowest reasonable bid. The Grant Coordinator will aggressively agree to select minority or female owned contracting firms and/or those who support minority and/ or female workers.

All contractors are required to have a current valid contractor's license in the field they are bidding on, Comprehensive liability insurance verification for no less than \$500,000 plus Worker's Compensation coverage on all employees in the amount of \$100,000 or more.

The City of Monroe has established a Registered Contractor List of contractors who have signed up for its own Housing Rehabilitation program through our advertising in the Monroe Evening News, through referrals, and/or citizen referrals. The contractor is required to show proof of state contractor's license and proof of the liability insurance and Worker's Compensation in order to be registered with the programs.

We accept no contractors who are on the HUD debarred list.

#### E. The City if Monroe CONTRACTOR COMPLAINT POLICY

The complaint policy of the HRR program shall be as follows:

Upon written complaint from City of Monroe to Contractor the program director shall commence the following actions:

- 1. Contact the General Contractor concerning the nature of the problem. The complaint procedure will:
  - A. Be provided in precise terms in writing to the contractor(s).
  - B. Require that the CEO or Executive be informed of any complaint
  - C. Provide for the establishment of a review committee of at least three persons, including a community representative and a person with building/construction experience.

- D. Assure that the City of Monroe and Contractor may appear before the review committee either in person or in writing.
- E. Ensure that the review committee responds with a decision within 15 working days of the hearing.
- F. Where a complaint is still unresolved, the grantee will seek the services of the closest Dispute Resolution/Mediation program.
- 2. Facilitate a meeting between the City of Monroe and the contractor to attempt to resolve the complaint. As deemed necessary, local inspectors may be invited to attend this meeting.

Upon hearing the complaint, and consideration of the findings from both the City of Monroe and the contractor, the program coordinator shall:

- A. Invite the City of Monroe and the contractor to air said complaint in front of an arbitration committee. (The arbitration committee is to be appointed by the City of Monroe, and shall be comprised of at least three persons knowledgeable in the field of housing construction and rehabilitation such as is being carried out under the name of the City of Monroe.)
- B. Once the City of Monroe and contractor have had ample time and opportunity to air their concerns and complaints, the arbitration committee will compile all input, and decide the steps necessary to resolve the complaint.
- C. Resolution of said complaint will be put into written form, and given to both parties. Both parties will be required to sign and return the resolution agreement form.
- 2. If a local arbitration committee is unable to resolve the complaint to the satisfaction of both parties, the matter will be referred to the "Community Dispute Resolution Center" serving this area.
- If the City of Monroe or Contractor refuses to accept the determination of the Community Dispute Resolution Center arbitrator, the housing program director will be instructed to provide information on other avenues of resolution available.

The Complaint Policy will address discrimination complaints when contractors are denied.

Michigan Department of Licensing P O Box 30018 Lansing, MI 48909 (517) 373-0678

#### F. CONTRACTOR DISCRIMINATION COMPLAINT PROCEDURE

- 1. With applications under the HRR Program, every effort will be made to resolve the problem quickly, and at its lowest level. Contractors who have been denied participation for poor workmanship, listed on Debarred List etc. will be provided a complaint procedure.
- 2. A complaint procedure will be provided in writing to all participating contractors. The program administrator will respond within 15 business days and the executive Director will be notified of any and all complaints not resolved by the program administrator.
- A meeting between the disputing parties and the review committee will be held if the matter is not resolved, and every effort made to resolve the matter.
- 4. The review committee will consist of at least three persons, including a community representative and a person with building/construction experience. The review committee must respond with in 15 business days.
- 5. Matters still not resolved would then be referred to the closest Community Dispute Resolution Center for mediation and resolution.

All complaints of discrimination will be considered serious matters, and will be thoroughly investigated and resolved.

All other complaints will be handled in accordance with pre-established Complaint Procedure policies.

#### G. PROJECTED LEVEL OF IMPROVEMENT

- All rehabilitation projects undertaken during the term of this project will have as their primary purposes Compliance with the International Building Code (BOCA) standards along with local construction standards with an emphasis on energy conservation.
- 2. Repairs and improvements to be addressed by this project will include, but are not limited to, the following:
- Aged, defective, or inefficient heating systems will be repaired or replaced to maximize energy conservation and efficiency. Ductwork will be inspected and repaired or replaced as necessary to make them energy efficient.
- Water heaters will be repaired or replaced as necessary. Insulation blankets will be installed. When replacement is necessary, high efficiency water heaters will be installed.

- Chimneys will be inspected and necessary repairs or replacement made to insure safety and structural integrity.
- Windows will be caulked and/or glazed, and broken panes will be replaced. Where repairs cannot be made, replacement windows that meet minimum standards for safety and energy efficiency will be installed. If existing windows are repairable, but single glass, storm windows will be installed to address efficiency and noise attenuation.
- Where electrical service upgrading is advisable, service will be raised to a minimum of 100 amps, with a 20-circuit panel. Ground Fault Interrupters will be installed in any outlet located within six feet of a water source.
- Basement areas will be inspected for dampness and/or water seepage. Where problems exist, drainage measures will be undertaken to correct the problems, including sump pump installation and/or drain tile installation.
- Plumbing will be inspected and repaired or replaced as necessary to comply with all building, safety, and health codes.
- Structures will be visually inspected for infestation of termites, beetles, and any other pests that would threaten the structural integrity of the home, and corrective measures will be taken.
- Handicap accessibility measures will be addressed to allow for mobility within house and for entering and exiting home: ramps, doorway changes, bathroom adjustments, grab bars or handrails, etc.
- Exterior and interior doors requiring replacement will be replaced with energy efficient insulated style.
- Weatherization services will be provided in conjunction with all other required repairs and services. Insulation in the attic areas will be increased to R-19, side walls to R-11, and ban joists to R-11 where possible. Attic and crawl space ventilation will be brought up to housing code standards as needed.
- Guttering and down spouts will be repaired or replaced as necessary.
- Walks and driveways will be repaired or replaced as necessary to comply with local building and safety codes.
- Hard-wired and battery operated smoke detectors will be installed to comply with local building and safety codes.

- Energy efficient bulbs and lighting may be installed.
- Health hazards posed by lead based paint and asbestos will be corrected. All abatement and interim control services will be completed in accordance with Federal and State guidelines by contractors certified in the field.
- Any other repairs or services repaired to correct housing code or HUD Section 8 violations will be mandatory.
- Building permits will be obtained and all inspections will be made in cooperation with local community officials. Any corrections deemed necessary by the inspector will be made as outlined prior to final inspection.

#### H. CONTRACTOR REQUIREMENTS

- 1. Eligibility: To qualify for the bidding process:
  - A. All contractors must hold a valid Michigan contractor's License; must provide proof of current liability insurance coverage in an amount of \$500,000 or more; and provide proof of Worker's Compensation coverage on all employees with a minimum of \$100,000. If Worker's Compensation Insurance is not required, a waiver will be signed by the contractor.
  - B. All contractors must not be listed on HUD debarred list.
  - C. All contractors will secure required building permits.
  - D. All Lead Based Paint (LBP) Contractors will be required to have LBP Certification for projects that require Interim Controls. On projects that require LBP Abatement procedures all general contractors will be required to have LBP Supervisory Certification and worker certification.
  - E. All contractors will agree to honor workmanship on construction projects for 18 months from completion.
  - F. All project specifications will be completed within 90 days.
- 2. Selection: Local contractors will be invited to participate in the program through advertisement in local newspapers and personal invitation of those currently on our master list. A listing of contractors who have agreed to participate will be maintained by the agency which oversees the program.

Female and minority owned businesses will be strongly solicited and encouraged to participate.

- A. The Landlord and City of Monroe will consider all qualified contractors from the Contractor List
- B. The Landlord is free to solicit the services of any contractor who holds a Michigan General contractor license, proof of liability insurance and Worker's Compensation.
- C. The Program will seek to acquire a minimum of two bids
- D. The Department will choose the lowest reasonable bid.
- E. If the landlord meets the contractor requirements stated above, the repairs may be completed by the landlord. Reimbursement will only be made for materials and audits will be performed to ensure reimbursement occurs only for materials used in the agreed upon repairs.
- Conflict Resolution: City of Monroe has established a conflict resolution policy under current funding guidelines; all conflicts will be resolved according to the procedures outlined in the STEP-BY-STEP GUIDE FOR ADMINISTRATORS as required by MSHDA.

#### I. 2009 PROGRAM NARRATIVE

#### City of Monroe HRR

#### I. <u>Downtown Rental Property Rehabilitation</u>

The program is intended to provide Rental Property Landlords with funds to rehabilitate their properties. Each complex will be limited to \$14,999 per unit in grant funds. The landlord will be required to provide 25% of all costs. The costs of Lead Based Paint procedures will be a part of the Five – Year lien. The grant is designed to assist in maintaining the structural integrity, health, and safety of the residents of the dwellings. In addition, all repairs/rehabilitation will be supplemented with measures designed to improve the conservation and efficiency of all energy sources in the home.

A listing of the types and scope of repairs and rehabilitation is included in section G, under the heading of "Project Level of Improvements." When the repairs/rehabilitation are completed on a dwelling, it will be in

compliance with the International Building Code (BOCA) and local standards.

#### 2. Match Requirement

HOME funds for the Rental Rehab program will be matched with other available funds to provide maximum services to the landlords and tenants. These funds may include: Landlord own funds, Property Improvement Loans, and Weatherization funds where applicable.

#### 3. Eligible Properties

Under the stated guidelines, only rental dwellings will qualify for rehabilitation under the proposed HOME Rental Rehab program. Within the target area located in the City of Monroe (described above), every effort will be made to target the households most in need of the assistance offered under this program. This targeting will be done so that all prospective landlords in The City of Monroe within the targeted area are aware of the program and have equal access to application, without discrimination.

#### 4. Housing Unit Numbers and Cost

A. Projections for the proposed HOME Rental Rehab Program call for at least 10-12 rental units to be rehabilitated with an average cost of \$12,000 to \$14,999 per unit.

#### J. FINANCING MECHANISMS

1. Owing to the nature of the HRR Program and the designated target area of very low to moderate income Tenants, this proposal calls for an option for the 25% match from the Landlord. The Landlord will be free to pursue any coinciding funding mechanisms offered locally or by the State of Michigan (such as Property Improvement Loans).

#### 2. Lien Requirements

A. Each landlord will agree to a Five – Year Compliance Mortgage lien on the property. During this period a yearly recertification is required by each tenant. Each new tenant must complete an initial registration process. All liens will be recorded by City of Monroe. During the Five-Year Compliance the unit will be inspected for any code violations. Any such violations will be repaired at the owners expense.

B. When the sale of the property takes place, the lien is transferable and all compliances are transferred to the new owner. All liens will become due and payable when landlord is determined to be in noncompliance

#### K. PROGRAM ADMINISTRATION

#### 1. Administration Plan

A. Under this proposal, a variety of duties/tasks will be required to successfully administer the HRR Program. These duties include, but are not limited to:

- \* Advertising for contractors/applicants
- \* Preparation of posters and fliers which promote the program
- \* Placement of posters and fliers throughout the City
- \* Development and maintenance of a participating contractor list
- \* Procedural training
- \* Answering questions concerning the HRR program
- \* Interviewing applicants and completing the applications
- \* Reviewing of applications
- \* Inspections of rental properties and developing the specifications for the project
- \* Making contractor selections per contractor's bid estimate
- Filling out the environmental checklist and dealing with each issue: flood plain, history, noise, man-made hazards, weatherization needs, etc.
- \* Contact the Bureau of History on any house over 50 years old
- \* Preparation of MSHDA closing documents.
- \* Oversee the signing of MSHDA documentation.
- \* Assuring that lead base paint issues are addressed
- \* General oversight of the program

Specified personnel will perform these duties/tasks over the period of 2009 Grant, ending in 2011, to insure the effective operation of the program and provision of services to qualified applicants.

- B. The following personnel will be required to efficiently operate the HRR Program:
- 1. City of Monroe Planner, working 40 hours weekly. The City of Monroe Planner will oversee the operation of the HRR Program. The Planner, who administers the City's CDBG Grant, has a knowledgeable background in housing rehabilitation, energy conservation measures and the process of removing lead-based paint hazards. The Planner will be responsible for reviewing all applications, selecting contractors, overseeing all rehabilitation/repairs, authorization and signing of mortgage agreements, advertisement of the program, and general oversight of all components of the HRR Program, including the payment schedule of contractors, recording of mortgages, and completion of each client file, the evaluation of the program

with client and sending copies of all forms signed by landlord with a close out letter, submitting Set-up reports and ProFormas to MSHDA. The Planner will complete the monthly, quarterly, and/or semi-annual reports as required by each funding source. The Planner will also be responsible for the marketing of the HRR (see the Marketing Plan included in this section of the application.) The Planning Department Aide will assist this person in answering the phone, answering questions concerning the program, completing the application forms, processing payments, preparing all required paperwork, and any other duties assigned. The Planner will also be responsible

- 2. Downtown Development Authority Executive Director will work with the Planner, using their familiarity with the downtown stakeholders, in the marketing of the Program and the identification of possible Program applicants.
- 3. City of Monroe Building Department will assist the Planner in the drafting of work specifications and addressing issues which will need to be addressed in the rehabilitation of rental units. This Department will also assist the Planner by helping with the required rental inspections after the work has been completed.

#### C. City of Monroe Marketing Plan

The purpose of this plan is to describe how the agency will promote the Michigan HRR Program and how the program will reach eligible participants.

#### **Market Identification:**

The market that will be the aim of the HRR Program will be tenants in the target area who are at or below 60% of AMI and whose landlords are willing to participate in the program. The target area lies within the boundaries defined described above (see attached Target Area map) as the part of the Downtown Development Authority currently zoned as Central Business District. Specific housing information on this area has not been identified, but in assessing the feasibility of this program a number of landlords with eligible tenants were identified. It is believed this program would ensure up to twenty percent of the units in this area will remain affordable for the targeted tenants for the next five years.

#### **Marketing Goal:**

It is the goal of the HRR Program to reach a minimum of 10 units within the designated target area within the City of Monroe's downtwon with information and housing assistance to allow the landlords to rehabilitate their properties

and bring them up to Housing Quality Standards while addressing all energy related methods.

#### **Marketing Methods:**

- A. City of Monroe traditionally implements a major news release when funding announcements are made.
- B. Program notices are sent to local service clubs and organizations.
- C. Several times during the program, classified ads will be placed in local newspapers. In ads, soliciting contractors, the words "Minority and Female Contractors Encouraged to Apply" are added. In addition, <u>all</u> ads contain the equal housing opportunity logo.
- D. Posters and fliers are distributed around the City of Monroe in opportune places such as supermarkets, banks, Laundromats, drug stores, senior centers, etc. All materials will contain the equal housing opportunity logo.
- E. The director and coordinator appear at local government meetings, organizational and planning meetings to discuss the Rental Rehab Program.
- F. The City Planner and the DDA Executive Director will work to ensure these methods are successful in making all downtown property owners aware of the program. These property owners will be properly informed of the program requirements and will therefore be able to assess whether they are able and willing to participate.

#### **Marketing Budget:**

It is anticipated that 1.0% of the Developer's Fee will be used to market this program

We intend to leverage other funds with these MSHDA funds.

City of Monroe will meet the requirements outlined in CFR Part 85, when using HRR funds in contracting for administrative services.



## CITY COUNCIL AGENDA FACT SHEET

### relating to: COMEA UNIT I/RATIFICATION

<u>DISCUSSION:</u> The City of Monroe and COMEA Unit I, AFT Michigan Local Union No. 6091, AFL-CIO(representing the general staff) have reached a tentative agreement.
Based on a favorable ratification vote by the Union on Thursday, April 16, 2009, I wish to recommend that City Council approve the COMEA UNIT I 2008 - 2011 Collective Bargaining Agreement.
The highlights of the tentative agreement (which will be incorporated in the final draft of the contract) along with a financial analysis is attached.

CITY MANAGER RECOMMENDATION:	For // / / / / / / / / / / / / / / / / /

APPROVAL DEADLINE: April 20, 2009

REASON FOR DEADLINE: Expiration of the Collective Bargaining Agreement

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Peggy A. Howard, Human Resources Director

#### PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: COMEA UNIT I

FINANCES			
COST AND REVENUE PROJECTIONS:		Cost of Total Project	\$ N/A
		Cost of This Project Approval	\$ N/A
		Related Annual Operating Cost	\$ N/A
		Increased Revenue Expected/Year	\$ N/A
SOURCE OF FUNDS:	<u>City</u> Amount	Account	Number
	Amount		\$ N/A
			\$ N/A \$ N/A
			\$ N/A \$ N/A
***************************************			\$ N/A
	Other Funds		\$ N/A
			\$ N/A
AND THE PROPERTY OF THE PROPER			\$ N/A \$ N/A
			Φ 11/23.
Budget Approval:			

FACT SHEET PREPARED BY: Peggy A. Howard, Human Resources Director	<b>DATE:</b> 4/16/09
REVIEWED BY:	DATE:
COUNCIL MEETING DATE: 4/20/09	

## THE CITY OF MONROE AND COMEA UNIT I, AFT MICHIGAN LOCAL UNION NO. 6091, AFL-CIO

#### SETTLEMENT HIGHLIGHTS

- 1. **Duration of Contract**: Three (3) years (July 1, 2008 through June 30, 2011)
- 2. Compensation.
  - 2008 0%
  - 2009 0%
  - 2010 2%
  - Promotion Adjustments. Employees who are promoted to a higher classification in a higher pay grade will now receive a base wage increase as close as possible to, but not less than, 5% above the base rate he was last paid in his former position, or the maximum rate of the higher pay grade, whichever is lesser (employees formerly received a \$0.25 wage increase for promotions).
  - <u>Longevity Payments</u>. Longevity payments have been retained for all current employees, but to reduce future costs, will not be available for employees hired on or after July 1, 2008.

#### 3. Recognition.

Part-time employees are defined as employees whose employment is for a period of indefinite duration and who are regularly scheduled to work twenty-two and one-half (22 1/2) hours or less per week and are excluded from the bargaining unit.

Temporary employees are defined as employees whose employment is for a period of not more than six months in a calendar year, unless the temporary employee is replacing a regular employee who is using sick time or who is on an approved leave of absence.

4. <u>Vacation</u>. Vacation accruals have been retained for all current employees, but in an effort to help reduce future costs, **full-time employees** <u>hired on or after 7/01/08</u> and who have completed between 1-7 years of service will be entitled to a maximum of 75.0 hours of vacation credit. Employees who have completed between 8-15 years of service will be entitled to a maximum of 112.5 hours of vacation credit. Employees who have completed between 16 or more years of service will be entitled to a maximum of 150.0 hours of vacation credit.

Unless approved by the supervisor, full-time employees hired on or after 7/01/08 must take vacation in the year in which it is earned.

#### 5. Leaves of Absence.

• <u>Sick Leave</u>. Employees will continue to receive payment for 1/2 of their unused sick leave following the end of each calendar year. The remaining 1/2 will be credited to the employee's sick leave bank.

- Retirement Sick Leave Bonus Payment. Employees will no longer be eligible to earn a retirement bonus payment based upon the accumulation of earned unused sick leave after 12/31/08. However, in recognition of the elimination of future retirement bonus payments, the City will, within ninety (90) calendar days of the effective date of this Agreement, make to each employee a lump-sum payment equal to 75% of the amount paid to the employee as a sick leave bonus from the commencement of his employment with the City through 12/31/08. The remaining 25% of said amount will be paid in August 2009.
- Personal Leave. Personal leave has been retained at 3 days for employees hired on or before 6/30/08. However, to further contain future costs, employees hired on or after 7/01/08, will be eligible for a maximum of 15.0 hours of personal leave time per calendar year.

#### 6. Health Care Benefits.

<u>Available Plans</u>. Effective 1/01/2009, employees hired prior to 7/01/08 will have his/her choice of coverage under one of the following plans:

- PPO1 Plan (<u>current plan</u>), w/\$250 preventative services per member per year and \$5/\$12 co-pay (mail order \$3 co-pay);
- PPO1 Plan (Option 1), w/\$500 preventative services per member per year and \$10/\$20/\$30 Rx co-pay (mail order \$20/\$40/\$60);
- PPO6 Plan (<u>Base Plan-Option 2</u>), w/\$500 preventative services per member per year and \$10/\$20/\$30 Rx co-pay (mail order \$20/\$40/\$60); or
- Flexible Blue PPO-3 High Deductible Health Care Plan (Option 3), with a Health Savings Account (HSA), \$2,000 individual/\$4,000 family in-network deductible and a \$4,000 individual, \$8,000 family out-of-network deductible. After payment of the applicable in-network deductible in each calendar year, the Plan will cover 100% of all eligible in-network expenses for the balance of that calendar year. After payment of the applicable out-of-network deductible in each calendar year, the Plan will cover 80% of all eligible out-of-network expenses for the balance of that calendar year. The City will make an annual contribution to the HSA in an amount of \$1,500 for employee coverage and \$3,000 for employee and spouse, employee and child(ren), and family coverage.

Employees will pay the difference between the premium cost of the plan selected and the PPO6 (Base -Option 2) plan.

Employees hired on or after 7/01/08 will not have a choice of plans but will be provided the Flexible Blue PPO-3 High Deductible Health Care Plan (Option 3), with a Health Savings Account (HSA).

**Spousal Coverage Limitations.** If an employee's spouse works for an employer, other than the City of Monroe, who provides medical coverage, such spouse will be required to elect employee only medical coverage through his/her own employer, so long as the spouse's monthly contribution to the premium does not exceed one-third (1/3) of the total

premium cost of employee only coverage. In such circumstance, the City will provide secondary coverage. If the spouse's contribution exceeds one-third (1/3) of the total cost of employee only coverage, the spouse will not be required to participate in his/her employer's plan, in which event the City will provide primary coverage.

<u>Health Care Waiver Incentives</u>. For the first time, employees will be entitled to special incentive payments if they elect to waive coverage under the City's health care plans. Employees who waives <u>all</u> health care benefits will receive a cash payment of \$1,250 per year. Employees who waive coverage for their spouse and dependent children will receive a cash payment of \$1,000 per year. Employees who waive coverage for only his/her spouse will receive a cash payment of \$750 per year.

7. Retiree Health Care. Employees who retire on or after 7/01/08 will be provided the same health care benefits in retirement that the City provides its active employees until the retiree becomes eligible for Medicare; provided, however, for that period preceding the retiree and his/her spouse becoming eligible for Medicare, the City's contribution, in combination with any state or federal subsidy, will not be less than the illustrated premium cost of coverage for the retiree and his/her spouse at the time of the retiree's retirement under the City's Base Health Care Plan.

Retirees and eligible spouses who participate in Medicare Part B will be permitted to participate in the BCBS Supplemental Plan provided by the City, which Plan will have the same Rx drug benefits the City provides its active employees.

For each year of service (up to a maximum of 25 years service) the City will pay 4% of the cost of coverage under its Base Health Care Plan for the retiree and spouse. The retiree will pay the remaining portion of all costs, if any, of the Health Care Plan selected.

Retirement Health Care Savings Program. Employees hired on or after 7/01/08 are excluded from retiree health care coverage. However, in lieu of such benefits, such employees will participate in the MERS's Retirement Health Savings Plan (RHS). These employees will contribute 3% of the average annualized base wages of all full-time employees of the City, which amount will be calculated based upon the wages paid on June 30th of each year. The employee's contribution will be paid through automatic payroll deduction. The City will contribute an equal amount to the RHS plan.

- 8. <u>Educational Reimbursement</u>. Employees who desire educational reimbursement will be reimbursed only for courses of study which the City determines are directly related to the employee's present job or which will enhance the employee's potential for promotion. Employees who terminate their employment within 2 years from the date of reimbursement must repay the City (former Agreement provided 1 year from the date of reimbursement).
- 9. All other tentative agreements will remain as agreed to between the parties throughout the negotiations.

Human Resources/pah

## Financial Impact Analysis COMEA Settlement

Base Wages (Current):

\$ 2,511,042

(52 Employees Budgeted - Fiscal 2009)

Fringe Benefits (Current):

1,492,434

59.43% \*

Total Wage and Fringe Benefit

Cost (Current):

\$ 4,003,476

В

\* - 22.91% Retiree Health Care

		Year of Contract				
	Analysis of Changes Made to Contract: Note: All costs include associated fringe benefit cost changes	1	2	3	Long Term	Footnotes
1	Wages (0%, 0%, 2%) 3 Year Contract	***		67,045		
2	Eliminate Longevity - New Hires			And a second control of the control	(25,346)	**/A
3	Eliminate Retirement Termination Bonus equivalent to sick pay bonuses paid during employees career	-	(61,062)	(61,062)		
4	Health Care Plan Change	(34,944)	(139,717)	(139,717)		
5	Mirroring of retiree health care with the active workforce and cap on city contribution to retiree healthcare at 4% per year of service at retirement	-	-		?	Е
6	Eliminate Retiree Health Care Defined Benefit Plan for New Hires and replace it with a Retirement Health Savings Plan (3% employee contribution/3% employer contribution)	•••	-		(506,217)	X/A
7	Other New Hire Changes:  2 personal leave days vs. 3 days Minimum Vacation 10 days vs. 11 days Maximum Vacation 20 days vs. 27.0 days Sick Pay Bank Accumulation Modification					

Total Cost/(Savings)

\$	(34,944)	\$ (200,779)	) \$	(133,734)
***************************************	-0.87%	 -5.02%	ó	-3.34%

- B COST BASED ON AMOUNTS BUDGETED FOR FISCAL YEAR 2009
- X ULTIMATE BUDGET REDUCTION IF ALL EMPLOYEES WERE ON RETIREE HEALTH SAVINGS PLAN. REDUCES CURRENT CONTRIBUTION RATE OF 22.91% TO 3%.
- A LONG TERM COST/(SAVINGS) REPORTED ON ANNUAL BASIS
- \*\* FY2009 AMOUNT BUDGETED FOR LONGEVITY
- E COST SAVINGS WILL BE CALCULATED BY ACTUARY AND DEPENDS PRIMARILY ON HEALTH INSURANCE CHANGES FOR ACTIVE EMPLOYEES IN THE FUTURE. BASED ON SOME CONSERVATIVE ASSUMPTIONS, COST SAVINGS COULD BE AS MUCH AS \$290,000 PER RETIREE OVER 30 YEARS OF RETIREMENT.